

HARMONIZED STATISTICS OF EARNINGS

METHODOLOGY OF NATIONAL SURVEYS



STATISTISCHES AMT DER EUROPÄISCHEN GEMEINSCHAFTEN
STATISTICAL OFFICE OF THE EUROPEAN COMMUNITIES
OFFICE STATISTIQUE DES COMMUNAUTÉS EUROPÉENNES

L-2920 Luxembourg — Tél. 43 01-1 — Télex: Comeur Lu 3423
B-1049 Bruxelles, bâtiment Berlaymont, rue de la Loi 200 (bureau de liaison) — Tél. 235 11 11

Eurostat hat die Aufgabe, den Informationsbedarf der Kommission und aller am Aufbau des Binnenmarktes Beteiligten mit Hilfe des europäischen statistischen Systems zu decken.

Um der Öffentlichkeit die große Menge an verfügbaren Daten zugänglich zu machen und Benutzern die Orientierung zu erleichtern, werden zwei Arten von Publikationen angeboten: Statistische Dokumente und Veröffentlichungen.

Statistische Dokumente sind für den Fachmann konzipiert und enthalten das ausführliche Datenmaterial: Bezugsdaten, bei denen die Konzepte allgemein bekannt, standardisiert und wissenschaftlich fundiert sind. Diese Daten werden in einer sehr tiefen Gliederung dargeboten. Die Statistischen Dokumente wenden sich an Fachleute, die in der Lage sind, selbständig die benötigten Daten aus der Fülle des dargebotenen Materials auszuwählen. Diese Daten sind in gedruckter Form und/oder auf Diskette, Magnetband, CD-ROM verfügbar. Statistische Dokumente unterscheiden sich auch optisch von anderen Veröffentlichungen durch den mit einer stilisierten Graphik versehenen weißen Einband.

Die zweite Publikationsart, die Veröffentlichungen, wenden sich an eine ganz bestimmte Zielgruppe, wie zum Beispiel an den Bildungsbereich oder an Entscheidungsträger in Politik und Verwaltung. Sie enthalten ausgewählte und auf die Bedürfnisse einer Zielgruppe abgestellte und kommentierte Informationen. Eurostat übernimmt hier also eine Art Beraterrolle.

Für einen breiteren Benutzerkreis gibt Eurostat Jahrbücher und periodische Veröffentlichungen heraus. Diese enthalten statistische Ergebnisse für eine erste Analyse sowie Hinweise auf weiteres Datenmaterial für vertiefende Untersuchungen. Diese Veröffentlichungen werden in gedruckter Form und in Datenbanken angeboten, die in Menütechnik zugänglich sind.

Um Benutzern die Datensuche zu erleichtern, hat Eurostat Themenkreise, d. h. eine Untergliederung nach Sachgebieten, eingeführt. Daneben sind sowohl die Statistischen Dokumente als auch die Veröffentlichungen in bestimmte Reihen, wie zum Beispiel „Jahrbücher“, „Konjunktur“, „Methoden“, untergliedert, um den Zugriff auf die statistischen Informationen zu erleichtern.

It is Eurostat's responsibility to use the European statistical system to meet the requirements of the Commission and all parties involved in the development of the single market.

To ensure that the vast quantity of accessible data is made widely available, and to help each user make proper use of this information, Eurostat has set up two main categories of document: statistical documents and publications.

The statistical document is aimed at specialists and provides the most complete sets of data: reference data where the methodology is well established, standardized, uniform and scientific. These data are presented in great detail. The statistical document is intended for experts who are capable of using their own means to seek out what they require. The information is provided on paper and/or on diskette, magnetic tape, CD-ROM. The white cover sheet bears a stylized motif which distinguishes the statistical document from other publications.

The publications proper tend to be compiled for a well-defined and targeted public, such as educational circles or political and administrative decision-makers. The information in these documents is selected, sorted and annotated to suit the target public. In this instance, therefore, Eurostat works in an advisory capacity.

Where the readership is wider and less well defined, Eurostat provides the information required for an initial analysis, such as yearbooks and periodicals which contain data permitting more in-depth studies. These publications are available on paper or in Videotext databases.

To help the user focus his research, Eurostat has created 'themes', i.e. a subject classification. The statistical documents and publications are listed by series: e.g. yearbooks, short-term trends or methodology in order to facilitate access to the statistical data.

Y. Franchet
Director-General

Pour établir, évaluer ou apprécier les différentes politiques communautaires, la Commission des Communautés européennes a besoin d'informations.

Eurostat a pour mission, à travers le système statistique européen, de répondre aux besoins de la Commission et de l'ensemble des personnes impliquées dans le développement du marché unique.

Pour mettre à la disposition de tous l'importante quantité de données accessibles et faire en sorte que chacun puisse s'orienter correctement dans cet ensemble, deux grandes catégories de documents ont été créées: les documents statistiques et les publications.

Le document statistique s'adresse aux spécialistes. Il fournit les données les plus complètes: données de référence où la méthodologie est bien connue, standardisée, normalisée et scientifique. Ces données sont présentées à un niveau très détaillé. Le document statistique est destiné aux experts capables de rechercher, par leurs propres moyens, les données requises. Les informations sont alors disponibles sur papier et/ou sur disquette, bande magnétique, CD-ROM. La couverture blanche ornée d'un graphisme stylisé démarque le document statistique des autres publications.

Les publications proprement dites peuvent, elles, être réalisées pour un public bien déterminé, ciblé, par exemple l'enseignement ou les décideurs politiques ou administratifs. Des informations sélectionnées, triées et commentées en fonction de ce public lui sont apportées. Eurostat joue, dès lors, le rôle de conseiller.

Dans le cas d'un public plus large, moins défini, Eurostat procure des éléments nécessaires à une première analyse, les annuaires et les périodiques, dans lesquels figurent les renseignements adéquats pour approfondir l'étude. Ces publications sont présentées sur papier ou dans des banques de données de type vidéotex.

Pour aider l'utilisateur à s'orienter dans ses recherches, Eurostat a créé les thèmes, c'est-à-dire une classification par sujet. Les documents statistiques et les publications sont répertoriés par série — par exemple, annuaire, conjoncture, méthodologie — afin de faciliter l'accès aux informations statistiques.

Y. Franchet
Generaldirektor

Y. Franchet
Directeur général

HARMONIZED STATISTICS OF EARNINGS

METHODOLOGY OF NATIONAL SURVEYS

Theme
Population and social conditions
Series
Methods



Cataloguing data can be found at the end of this publication

Luxembourg: Office for Official Publications of the European Communities, 1992

ISBN 92-826-4110-4

© ECSC-EEC-EAEC, Brussels • Luxembourg, 1992

Reproduction is authorized, except for commercial purposes, provided the source is acknowledged.

Printed in Germany

FOREWORD

The economic and social cohesion embraced in the recent Treaty of Maastricht calls for more in-depth knowledge and greater comparability of data on economic and social activities, of which salaries/wages necessarily form part.

Eurostat has been providing harmonized statistical data on wages/salaries in certain economic sectors of the Member States since 1964. Improved knowledge of the methods used in the national surveys on which harmonized statistics on earnings are based and greater comparability between them has prompted us to publish this document. The task was carried out by the Living and Working Conditions division of the Social and Regional Statistics directorate of Eurostat with the cooperation of the national officials participating in the Working Party on Wage Statistics, to whom we extend our sincere gratitude.

For any further information please contact Mrs Nobre, tel. (352) 4301 2730 or Mr Loranca, tel. (352) 4301 3273, fax (352) 4301 4415.

F. de Esteban
Director

TABLE OF CONTENTS

Chapter 1 -	INTRODUCTION	
	1.1. The purpose of publication	9
	1.2. Structure of the chapters dealing with the national methodology.....	9
	1.3. The sources used.....	10
Chapter 2 -	HARMONIZED STATISTICS ON EARNINGS	
	2.1. Origin of the Harmonized Statistics on Earnings.....	13
	2.2. Harmonized Statistics on Earnings: definitions.....	14
	2.3. Bodies conducting the surveys.....	16
Chapter 3 -	BELGIUM	
	3.1. Introduction	17
	3.2. Half-yearly survey of gross hourly earnings of manual workers in industry	17
	3.2.1. Coverage	17
	3.2.2. Definitions.....	17
	3.2.3. Methods	19
	3.2.4. Questionnaire	20
	3.2.5. Available series	20
	3.3. Half-yearly survey of gross monthly earnings of non-manual workers in industry and services.....	21
	3.3.1. Coverage	21
	3.3.2. Definitions.....	21
	3.3.3. Methods	22
	3.3.4. Questionnaire	23
	3.3.5. Available series	23
Chapter 4 -	DENMARK	
	4.1. Introduction	25
	4.2. Coverage	25
	4.3. Definitions	25
	4.4. Methods	26
	4.5. Questionnaire	27
	4.6. Available series.....	28

Chapter 5 -**FEDERAL REPUBLIC OF GERMANY**

5.1. Introduction	29
5.2. Coverage	29
5.3. Definitions	30
5.4. Methods	35
5.5. Questionnaire	38
5.6. Available series.....	38

Chapter 6 -**GREECE**

6.1. Introduction	41
6.2. Coverage	41
6.3. Common definitions	42
6.4. Quarterly survey on earnings in mines and quarries, industry, craft trades, water/electricity,	43
6.4.1. Methods	43
6.4.2. Questionnaire	44
6.4.3. Available series.....	45
6.5. Quarterly survey on earnings in the retail trade	45
6.5.1. Methods	45
6.5.2. Questionnaire	46
6.5.3. Available series.....	46
6.6. Quarterly survey on earnings in the wholesale trade	46
6.6.1. Methods	46
6.7. Half-yearly survey on earnings in banking and insurance	47
6.7.1. Methods	47

Chapter 7 -**SPAIN**

7.1. Introduction	49
7.2. Coverage	49
7.3. Definitions	49
7.4. Methods	53
7.5. Questionnaire	54
7.6. Available series.....	54

Chapter 8 -**FRANCE**

8.1. Introduction	57
8.2. Coverage	57
8.3. Definitions	58
8.4. Methods	60
8.5. Questionnaire	61
8.6. Available series.....	62
8.7. Supplementary survey on annual earnings	62

Chapter 9 - IRELAND

9.1. Introduction	65
9.2. Coverage	65
9.3. Definitions	65
9.4. Methods	66
9.5. Questionnaire	68
9.6. Available series.....	69

Chapter 10 - ITALY

10.1. Introduction.....	71
10.2. Survey on employment, hours of work and earnings	71
10.2.1. Coverage	71
10.2.2. Definitions.....	72
10.2.3. Methods	73
10.2.4. Questionnaire	74
10.2.5. Available series.....	74
10.3. Quarterly statistical survey of employment, earnings and employers' contributions and working days and hours in branches of economic activity.....	74
10.3.1. Coverage	74
10.3.2. Definitions.....	74
10.3.3. Methods	76
10.3.4. Questionnaire	77
10.3.5. Available series.....	77

Chapter 11 - LUXEMBOURG

11.1. Introduction.....	79
11.2. Half-yearly survey of earnings	79
11.2.1. Coverage	79
11.2.2. Definitions.....	79
11.2.3. Methods	81
11.2.4. Questionnaire	82
11.2.5. Available series.....	83
11.3. Social Security administrative files	83
11.3.1. Coverage of all the Social Security administrative files.....	83
11.3.2. Definitions.....	83
11.3.3. Methods	84
11.3.4. Questionnaire	85
11.3.5. Available series.....	85

Chapter 12 -	NETHERLANDS	
	12.1. Introduction.....	87
	12.2. Coverage	87
	12.3. Definitions.....	88
	12.4. Methods	90
	12.5. Questionnaire	91
	12.6. Available series.....	92
	Annex: Classification by training	93
 Chapter 13 -	 PORTUGAL	
	13.1. Introduction.....	95
	13.2. Coverage	96
	13.3. Definitions.....	96
	13.4. Methods	98
	13.5. Questionnaire	99
	13.6. Available series.....	99
 Chapter 14 -	 UNITED KINGDOM	
	14.1. Introduction.....	101
	14.2. The October survey of earnings and hours of manual employeesl.....	101
	14.2.1. Coverage	101
	14.2.2. Definitions.....	102
	14.2.3. Methods	102
	14.2.4. Questionnaire	104
	14.2.5. Available series.....	105
	14.3. April survey: New Earnings Survey	105
	14.3.1. Coverage	105
	14.3.2. Definitions	105
	14.3.3. Methods	106
	14.3.4. Questionnaire	108
	14.3.5. Available series.....	109
 Chapter 15 -	 CONCLUSIONS	
	15.1. Definitions	111
	15.2. Methods.....	114
	15.3. Reference period	115
	 ANNEXES	
	Comparative tables covering the different surveys	117

Chapter 1 - INTRODUCTION

1.1. THE PURPOSE OF THE PUBLICATION

In this publication Eurostat outlines the methodology used in the national surveys on which the data on harmonized statistics on earnings are based.

These statistics form part of the integrated systems of statistics on earnings gradually introduced in the 1960s by the Statistical Office of the European Communities in cooperation with the Member States.

Its main objective is to monitor and compare short term wage trends in the Member States by publishing half yearly, non-aggregated data by sector, occupational category (manual and non manual workers) sex and, in certain countries, region.

The harmonized statistics on earnings provide data on the gross hourly wage actually paid to manual workers in industry, and the gross monthly salary of non manual workers in industry and in some services. In some countries data are also available on the gross monthly earnings of manual workers in industry and on the gross monthly earnings of total manual and non manual workers in industry.

The data are broken down in accordance with the NACE (General Industrial Classification of Economic Activities within the European Community). They systematically present all the two-digit headings and some more detailed sub divisions, decided on jointly by the Member States.

By publishing this methodology, Eurostat aims to make the methods used in the national surveys accessible, and thus permit a better assessment of the comparability of published data. Thus it not only supplements the publication Earnings, Industry and Services but is also an important source of information on the surveys, which are the major source of data on earnings in each country.

1.2. STRUCTURE OF THE CHAPTERS DEALING WITH THE NATIONAL METHODOLOGY

The first part of this document (Chapter 2) describes the concepts and definitions generally used in harmonized surveys on earnings.

The second part deals with the description by Member State of the national surveys on earnings (Chapters 3 to 14). Chapter 15 «Conclusions» raises some problems of comparability between data compiled on the basis of national surveys.

At the end of Chapter 15 summary tables compare surveys from different angles: coverage, intervals between surveys, the definitions and calculation methodology of published series. A final table aims to present all the series on earnings available to Eurostat, with the date on which the series commenced.

If a country's published data on earnings are derived from several different surveys, each of the surveys is described. Similarly, where the national surveys servicing the publication have been recently abandoned, the corresponding methodology is also described.

Each national methodology comprises six sections.

Introduction

This section presents the surveys on which the harmonized statistics on earnings are based in a historical perspective. Mention is also made of the organization(s) which conduct them.

Coverage

This part outlines the sectors of economic activity covered and the classifications of economic activities used to collect the data.

Definitions

This part covers the main definitions used in the surveys: manual/non manual workers, gross earnings and hours worked. The sectors included and excluded in the case of each definition are clearly set out.

Methods

This section is divided into four parts:

- statistical unit,
- sampling method,
- calculation method,
- processing of non-responses.

providing an overview of how the figures are compiled.

Questionnaire

The description of the survey questionnaire enables the reader to assess the level of detail at which data are collected.

Available series

This part presents the main tables which have been published and/or are available on the basis of the survey. In the case of very detailed surveys, where a large number of tables are available (e.g. in the Netherlands and in the United Kingdom), it only mentions the main series of earnings. The reader can obtain additional details from the questionnaire description.

1.3. THE SOURCES USED

The description of methodologies of national surveys was based on data furnished directly by the respective statistical departments of Member States, to which Eurostat extends its thanks.

Data contained in a report Harmonized earnings statistics, description and proposals for improving the statistics (A. Jurisse, 1983) and in a Guide to current sources of earnings statistics in the European Community (Eurostat, 1984) were also used as a source of supplementary information. Similarly, some national publications furnished additional details supplementing certain aspects.

Generally, by the very nature of national surveys and their varied complexity, the level of detail is not always uniform in all countries. We have tried to respect the level of detail of national contributions, adjusting them to the pre-defined structure while attempting not to lose any information.

Chapter 2 - HARMONIZED STATISTICS ON EARNINGS

2.1. ORIGIN OF HARMONIZED STATISTICS ON EARNINGS

The first harmonized surveys on earnings were conducted in 1952 in the context of the ECSC (European Steel and Coal Community). These surveys were conducted annually among manual workers in the three ECSC industries (coal mines, steel works and iron mines).

The Social Affairs Committee of the ECSC considered these statistics inadequate, particularly for the purpose of comparison with other industries, and tried to broaden data on earnings by including other sectors.

As a result, the statistical department of the ECSC asked the Member States to compile statistics on earnings for the main industries in their respective countries.

Since 1953, tables have been published, by country, providing data on the earnings of manual workers in certain industries. These data are not comparable between countries and can only provide a comparison between industries.

The creation of the common market in 1957 increased the need for a larger volume of comparable data on earnings.

The work to harmonize statistics on earnings commenced in 1961 and continued until 1964. At that date the statistics on the gross hourly earnings of manual workers in industry were harmonized in the six countries then comprising the European Community. The data on earnings were collected from national sources on the basis of analogous definitions and a single classification of activities, the NICE (Classification of Industries in the European Community).

In 1972, the harmonized statistics on earnings were extended to include non-manual workers in industry and wage-earners in the energy sector. In addition, the results were published on the basis of a new classification of activities, the NACE (General Industrial Classification of Economic Activities within the European Communities).

At the same time, three new countries (Denmark, Ireland and the United Kingdom) joined the Community, bringing with them their own systems of statistics on earnings, thereby increasing the variety of sources on which the harmonized statistics on earnings were based.

In 1978 the system of half-yearly earnings-surveys was supplemented by the introduction of a harmonized survey on trends in the earnings of non-manual workers in wholesale and retail distribution and in credit and insurance institutions.

Following the accession of Greece, Spain and Portugal, Eurostat now compiles data from twelve different national sources for the regular publication of series on harmonized statistics on earnings.

To a large extent these countries have adjusted their earnings statistics in line with Eurostat's recommendations. Likewise, changes in national surveys have improved the comparability of data. Nonetheless, disparities continue to exist owing to the heterogeneity of the sources on which the harmonized statistics are based.

Indeed these statistics have been gradually redesigned, broadened and improved in the light of new requirements, labour market trends and, above all, the willingness of Member States to accept and implement the proposed changes.

While harmonized statistics on earnings continue to be an important instrument in monitoring salaries/wages, the process of improving them has not been completed. In addition, such statistics constitute an instrument for analysing wage/salary trends from a historical perspective, since the series began in 1972 in most countries (in 1964 for the six founder-members of the Community).

2.2. HARMONIZED STATISTICS ON EARNINGS: DEFINITIONS

In the 1960s the Statistical Office of the European Communities harmonized national statistics on the gross hourly earnings of manual workers in industry. At that time a set of recommendations was drawn up on the categories of manual worker to be covered, the components of earnings and the hours of work to be taken into account when calculating the hourly earnings.

When the scope of the survey was extended to include non-manual industrial workers, new definitions supplemented the previous ones, thereby providing the set of main concepts to be adopted in harmonized statistics on earnings.

In principle the following definitions apply. They also provide a reference for identifying the content of published data.

Manual workers

This category comprises all employees engaged in manual work under contract of employment with an enterprise. However, it excludes:

- foremen and overseers engaged in supervisory work;
- apprentices bound to an enterprise by a deed of apprenticeship (even if they are engaged in production);
- family members working in an enterprise;
- home workers.

Earnings statistics also exclude workers in receipt of reduced wages because of partial incapacity, but include:

- workers who have worked part-time for personal reasons;
- workers who have worked part-time for reasons of reduced working hours or temporary closure.

Countries were free to include or exclude the following categories of worker because it did not affect the level of average hourly earnings:

- workers engaged or discharged or who resigned during the period of the survey;
- workers who worked for only part of the period because of illness or accident;

- workers who worked for only part of the period because they were involved in an industrial dispute;
- workers in the building industry who worked for only part of the period because of leave.

Non-manual workers

All salaried persons not included in the definition of manual workers are considered to be non-manual, i.e. not only non-manual workers in the strict sense, but also foremen, overseers and administrative, technical and commercial staff (directors and managers with similar broad responsibilities in the running of the enterprises were excluded).

Gross earnings

Gross earnings cover remuneration in cash paid directly and regularly by the employer at the time of each wage payment, before tax deductions and social security contributions payable by wage-earners and retained by the employer, and before fines.

Payments for leave, public holidays and other paid individual absences are included in principle, insofar as the corresponding days or hours are also taken into account to calculate earnings per unit of time.

Thus in certain countries, payments relating to leave and other individual absences on the part of workers would not appreciably influence the level of average hourly payment, given that these paid absences are taken into account in both the numerator (amounts paid) and the denominator (number of hours) of the ratio used to determine the hourly pay.

Hours of work included in the calculation of hourly earnings

In general account is taken of hours of work paid. This includes normal working hours, overtime and hours not worked but paid, when the pay for these latter are included in the returned earnings.

Reference period

The harmonized surveys on earnings are carried out periodically during a reference period which comprises the months of April and/or October (Ireland: March and September).

Breakdown by sector

The classification by sector is based on the General Industrial Classification of Economic Activities within the European Communities (NACE).

The results of the harmonized statistics are processed separately for each two-digit NACE class, and for a certain number of three-digit groups.

Breakdown by region

A regional breakdown of harmonized statistics on earnings is carried out at level 1 of the Nomenclature of Territorial Units for Statistics (NUTS) in the case of the Federal Republic of Germany, Italy, the Netherlands, Belgium and the United Kingdom. For Greece the regional breakdown is carried out at the NUTS 2 level.

2.3. BODIES CONDUCTING THE SURVEYS

- Belgium :	Institut National de Statistique
- Denmark :	Danmarks Statistik
- Federal Republic of Germany :	Statistisches Bundesamt
- Greece :	National Statistical Service
- Spain :	Instituto Nacional de Estadística
- France :	Ministère du Travail, de l'Emploi et de la Formation Professionnelle
- Ireland :	Central Statistics Office
- Italy :	Ministero del Lavoro e della Previdenza Sociale
- Luxembourg :	Service central de la statistique et des études économiques (Statec)
- Netherlands :	Centraal Bureau voor de Statistiek
- Portugal :	Ministério do Emprego e da Segurança Social
- United Kingdom :	Department of Employment

Chapter 3 - BELGIUM

3.1. INTRODUCTION

Annual earnings surveys have been carried out in October since 1952, when they were set up in all three Benelux countries. Up to and including 1957, it was limited to a few industries. From October 1958, it was extended to all branches of industry, including mining, manufacturing and construction.

The present half-yearly survey was started in April 1961 and since that date has provided data on earnings and working hours in industry on the basis of a set of definitions which have changed very little. In 1964 the survey was adapted to the new harmonized earnings statistics instituted by Eurostat. In October 1966 further slight changes were made when a new sampling base and the NICE industrial classification were adopted. More changes were made in 1972, when the survey was extended to cover non-manual workers in industry and all employees in the energy sector. In addition, the results were published in accordance with a new activities nomenclature, i.e. the General Industrial Classification of Economic Activities within the European Communities (NACE). It is also since 1972 that the results have been presented by region.

In 1978 the system of half-yearly wage and salary surveys was completed with the institution of a harmonized survey of changes in the remuneration of workers in wholesale and retail distribution, credit institutions and insurance enterprises.

3.2. HALF-YEARLY SURVEY OF GROSS HOURLY EARNINGS OF MANUAL WORKERS IN INDUSTRY

3.2.1. COVERAGE

The survey is confined to industry, that is manufacturing plus mining, oil refining, electricity, gas and water, and construction (i.e. NACE branches 11 to 50), and since 1960 to establishments with 10 and more employees. It covers about one million workers spread over 14 000 establishments.

3.2.2. DEFINITIONS

Manual workers

The term «manual worker» means any worker employed in an establishment on the basis of a labour contract. This definition includes the following categories:

- production workers;
- maintenance workers;
- foremen and overseers who normally carry out manual work;
- manual workers paid by the month;

- warehouse staff, packing and shipping department workers;
- manual workers not directly involved in production (e.g. messengers, doormen, cleaning women, drivers);
- part-time workers;
- seasonal workers;
- casual workers;
- workers who work in shifts or provide a continuous service;
- assembly workers employed out of doors;
- workers who have only worked part-time for personal reasons;
- workers who have only worked part-time for reasons of reduced working hours or temporary closure.

The following, on the other hand, are excluded:

- foremen and overseers who do not perform manual tasks;
- office workers;
- workers who are totally or partially incapacitated;
- workers who for reasons of sickness or other reasons have not worked during the period covered by the survey;
- workers who work at home;
- apprentices bound to the enterprise by a deed of apprenticeship (even if they are engaged in production work) as well as young trainees who have been taken on under the terms of special provisions designed to reduce unemployment.

Gross earnings

Since they are gross, a manual worker's earnings do not exclude taxes or social security contributions which he is obliged to pay but which are deducted at source by the employer. This gives rise to the concept of «direct remuneration», that is to say, the total remuneration for normal working time and overtime, to which bonuses and gratuities paid with each earnings payment are added.

These earnings include in particular:

- the contractual hourly, daily or weekly wage;
- the piecework and output rates, the normal rate for the job, etc.;
- extra payments for shift work or ordinary continuous work;
- payments made for hours not worked as a result of a reduction in the working week;
- bonuses for hard work, good timekeeping and seniority;
- special bonuses for dangerous, insanitary, dirty, etc. work;
- special payments for overtime, night-time work and Sunday work;
- any other extra payments.

The following are not included in the gross earnings:

- statutory or non-statutory family allowances;
- personal assistance allowances;
- allowances for wear and tear of working clothes or personal tools;
- travelling and subsistence allowances;

- special bonuses, gratuities or profit-sharing payments;
- payments in kind;
- social security contributions paid by the employer, whether statutory or not;
- wages for hours not worked, in cases of sick leave or ordinary leave.

Working hours

«Working hours actually worked» means ordinary working hours, overtime and night-time work or Sunday work.

In the case of overtime work, night-time work, Sunday work or shift-work, only the hours actually spent working are included and not the notional hours granted the manual worker for the purpose of calculating the extra wage payments to be made for work carried out in such circumstances.

3.2.3. METHODS

Statistical unit

The statistical unit is the manual worker and the reporting unit is the establishment, which has to provide individual data on a sample of manual workers. The data to be supplied for each worker are sex, year of birth, number of hours actually worked, gross earning and absences. The data cover a payment period which comprises the months of April and October of the year in question.

Sampling method

The establishments and the workers are selected by random sampling. The latter is carried out in such a way that an adequate number of workers are included in the survey in order to produce figures which are representative of the industry in question. The industries are stratified by groups, for which the sampling fractions are established separately.

Large establishments (200 and more workers) are all included in the survey with part of their manual workers, medium-sized establishments (between 50 and 199 workers) are included partly, with some of their manual workers and, finally, small establishments (between 10 and 49 workers) are partially covered by the sample but supply information for all their manual workers.

In the first two cases, the establishment is asked to supply individual data for those workers who follow, in alphabetical order, the first worker whose name begins with the randomly selected initial, which is different for each establishment, until the required number has been reached.

The field of observation covers approximately 1 000 000 manual workers in almost 14 000 establishments; the sample only selects 8% of individuals employed in 2 500 establishments.

Method of calculation

In industry the averages for manual workers are calculated for those who have not been absent more than two hours per week.

The gross hourly earnings of manual workers are calculated by dividing the gross earnings by the number of hours worked during the payment period in question.

These data at establishment level are extrapolated to the universe by applying two coefficients. One is used to extrapolate from the sample of employees to all the employees in the establishment, and the other from the sample of establishments covered in the survey to all establishments.

Subsequently, for each group of industries (NACE three-digit level) the average gross hourly earnings of men and women over 21 years old are calculated for each age group, followed by those for men and women below the age of legal majority. These averages are obtained by dividing the sum of the gross hourly earnings of the manual workers in question by the number of workers of each sex in the corresponding age group.

All these figures are then grouped using a current weighting system, in such a way as to produce, for each group of industries, the average gross hourly earnings for all men, the same figure for all women, and the same figure for both sexes (without breakdown according to age groups).

Trend indices are calculated using a fixed weighting of the staff numbers. The results of the survey on the structure and distribution of wages and salaries for 1978/79 were used as a basis for the construction of the weighting scheme which is at present in force.

Treatment of non-responses

There is no need for this because enterprises are obliged by an «arrêté royal» of 1974 to take part in the survey. In principle, six months after the reference period all establishments must have returned to the INS the questionnaire for the half-yearly wage and salary survey.

3.2.4. QUESTIONNAIRE

The questionnaire on manual workers in industry mentions the percentage of manual workers in the establishment for which individual data on wages must be supplied, along with the initial of the surname of the first worker on whom information must be provided. The data to be supplied concern the name or the number of the person in question, sex, year of birth, total number of hours actually worked during the payment period selected⁽¹⁾, the gross wage and information on periods of absence (the aim is to distinguish workers who have not been absent for more than two days per week from those who have been absent for reasons of short time and those who have been absent for more than two days per week for personal reasons, such as engagement, resignation, dismissal, illness, accident, part-time working, etc.).

3.2.5. AVAILABLE SERIES

The published data correspond to some of the data available from the survey.

The following data are published, by branch of economic activity (NACE one-, two- or three-digit level) and according to sex:

- average gross hourly earnings of manual workers in industry, for the Kingdom of Belgium, by region and by province. These data are also available for the country as a whole by size of establishment;
- trend indices for average gross hourly earnings of manual workers in industry with reference to October 1980. These data are also available by region.

For Eurostat's requirements, trend indices are also calculated with reference to October 1985.

(1) This period should not involve either public holidays or annual holidays; should this not be possible, these days should not have any effect on the average earning.

3.3. HALF-YEARLY SURVEY OF GROSS MONTHLY EARNINGS OF NON-MANUAL WORKERS IN INDUSTRY AND SERVICES

3.3.1. COVERAGE

The survey covers establishments with 10 and more employees in all sectors of industry and the following services sectors: wholesale and retail trade, banking and insurance. It is planned to extend the survey to cover NACE 66 (hotels and catering), NACE 83 (activities auxiliary to banking and finance and insurance, real estate transactions and business services) and NACE 84 (renting, leasing and hiring of movables).

3.3.2. DEFINITIONS

Non-manual workers

The term «non-manual worker» covers all workers who are not included amongst the manual workers and who are employed at the plant on the basis of an employment contract. This definition includes clerks, middle and senior management, and supervisory staff. Administrative staff as well as technicians and persons employed in the commercial or sales departments (providing that this is on the basis of an employment contract) are also included.

The following are excluded:

- the chairman and the managing director of the enterprise;
- apprentices bound to the enterprise by a deed of apprenticeship;
- voluntary workers;
- workers who work at home;
- staff who work wholly on a commission basis;
- members of the management who are also majority shareholders;
- employees who have not worked during the reference month and whose remuneration has not been paid in full by the employer (because of a long period of illness or because the employee was engaged or dismissed during the reference period);
- part-time workers (except for banking and insurance).

Part-time workers

These are employees whose employment contract provides for their work to be carried out either on half-days, or during several days a week, or during one or the other week each month.

Gross monthly earnings

The gross monthly earnings are the total remuneration paid to salaried staff for work carried out during the reference month, including overtime payments, bonuses which are paid with each monthly salary payment (e.g. bonuses paid for employees who work partly on a commission basis), as well as child allowances granted in accordance with collective agreements or voluntarily.

Gross monthly earnings include: taxes and social payments (social security contributions and supplementary schemes) which are deducted at source by the employer and are payable by the employee.

They do not include:

- benefits in kind;
- bonuses, end-of-year bonuses and profit-sharing payments which are not paid with each monthly salary payment;

- travel allowances;
- personal assistance allowances;
- employer's social security contributions, whether statutory or not.

3.3.3. METHODS

Statistical unit

The statistical unit in industry is the establishment.

In the wholesale and retailing, credit institutions and insurance sectors, the statistical unit is the enterprise.

Sampling method

All the establishments taking part in the survey of industrial manual workers also provide information on the number of non-manual workers and the total gross wage bill for these employees during the reference period (see 3.2.3.).

For the services sector, the sample of the half-yearly survey - determined on the basis of a stratification of the statistical universe according to the size of the enterprises and the categories of activity - is based on the following sampling fractions:

Approximate sampling fractions

Enterprises	Retail distribution	Wholesale distribution	Credit institutions	Insurance
10 - 49	46%	35%	15%	20%
50 - 199	54%	50%	33%	40%
200 and more	100%	100%	100%	100%

Method of calculation

For non-manual staff in industry, the averages were calculated only for persons who are employed full-time. The total amount of gross monthly salaries paid to the employees of an establishment included in the survey is divided by the number of employees in question to produce an average gross monthly salary per establishment for men and women separately.

The data which are thus calculated at the level of the individual establishment for men and women are extrapolated to cover the whole statistical universe and are rearranged to present the results for each of the sexes separately and for men and women together at the level of the NACE classes.

These groupings are made using a current weighting system. To convert from group of industries level to class or division level, a fixed weighting is applied which reflects the estimated number of employees per branch.

The procedure is the same for the calculation of the averages in the services sector. Part-time workers, however, are included with full-time staff once the data for them have been converted into full-time units.

Trend indices are calculated using a fixed weighting of the staff numbers.

Treatment of non-responses

There is no need for this because enterprises are obliged by an «arrêté royal» to take part in the survey. In principle, six months after the reference period all establishments must have returned to the INS the questionnaire for the half-yearly wage and salary survey.

3.3.4. QUESTIONNAIRE

In the case of non-manual workers in industry, the establishment provides information broken down by sex on the number of persons who benefit from an employment contract and the total gross monthly salary paid. The number of employees is divided into persons employed full-time and those employed part-time. This latter category is mentioned separately so that it will not be included with the staff who are employed full-time.

For workers in wholesaling and retailing, credit institutions and insurance enterprises, the questionnaire gives the number of workers (manual and non-manual in the case of commerce, non-manual workers only in the other categories) and the total amount of gross monthly remuneration. A distinction is made between persons employed full-time and part-time. In the latter case the number of persons who voluntarily work on a part-time basis must be specified, breaking them down into the categories provided according to the number of hours of work to be carried out per week under the terms of their employment contract.

3.3.5. AVAILABLE SERIES

The following data are published, by branch of economic activity (NACE one-, two- or three-digit level) and according to sex:

- gross monthly salaries of non-manual workers in industry, for the Kingdom of Belgium, by region and by province;
- trend indices for average gross monthly salaries of non-manual workers in industry with reference to October 1980. These data are also available by region.

For Eurostat's requirements, trend indices are also calculated with reference to October 1985.

Data on services are available only in Eurostat publications.

Chapter 4 - DENMARK

4.1. INTRODUCTION

The half-yearly series on earnings published by Eurostat comes from a monthly inquiry «Månedlig beskaeftigelses - og løn Industri» (monthly index of employment and earnings in industry) carried out by «Danmarks Statistik». Using this source, monthly data on employment have been published since 1931 and those concerning earnings since 1971.

Data in this survey are not broken down by sex. To satisfy Eurostat's needs, the breakdown of manual workers' earnings between males and females is made using the results of a quarterly survey on the earnings of manual workers⁽¹⁾, carried out by the «Dansk Arbejdsgiverforenings, D.A.» (Federation of Danish Employers).

One of the main drawbacks with the series of Harmonized Earnings Statistics is the lack of data on earnings in services and the fact that there is no breakdown by sex for non-manual workers in industry.

In order to fill these gaps, «Danmarks Statistik» plans in the short term to begin a reform of its wage statistics, thereby meeting Eurostat's requirements.

4.2. COVERAGE

The survey covers all establishments with 6 and more employees in industrial activities, with the exception of construction (branches 11 to 49 of the NACE). The data are collected in accordance with the NACE.

4.3. DEFINITIONS

Manual workers

Manual workers are trained, skilled and unskilled workers in full-time and part-time employment, young workers, apprentices, students undergoing basic vocational training, workers on fixed rates of pay, foremen, storekeepers, drivers and cleaning and canteen staff without employment contracts.

Not included are :

- home workers;
- part-time workers who work less than 15 hours per week.

(1) «Arbejderlønsstatistik»

Non-manual workers

Non-manual workers are known as «employees»; the term covers persons who fulfil the criteria of the law on employees as regards type of work, hours worked, notice required, etc., whether they are in full-time or part-time employment. This category includes managers, managerial staff, office workers, technical and commercial staff, apprentices, students undergoing basic vocational training and persons regarded as «employees», by their employer. Company administrators are also regarded as «employees», whether or not they have this status.

Not included are :

- sales representatives, commercial travellers paid totally or partially on commission;
- persons not covered by the law on employment contracts;
- non-manual workers who work less than 15 hours per week.

Full-time / Part-time workers

Full-time workers are all those who work more than 30 hours per week.

Part-time workers are all those who work between 15 and 30 hours per week.

Gross earnings

The gross earnings of manual workers consist of the sum of gross pay (before deduction of tax or social contributions) for hours actually worked, including overtime, allowances in the event of sickness, holiday bonuses and pay for Sundays and public holidays, but excluding pay for Sundays and public holidays not worked paid holidays.

The earnings of non-manual workers consist of total gross remuneration (before deduction of tax or social contributions) in the reference month, including allowances for overtime and payments made at intervals greater than one month, such as holiday bonuses, other bonuses, percentages of profits, plus cash payments from profit-sharing schemes, etc.

Benefits in kind are not included in earnings for either manual or non-manual workers.

Hours worked

These are the hours actually worked (by manual workers) during the month, including overtime. They exclude hours not worked because of industrial disputes, holidays, sick leave, etc., irrespective of whether or not these hours were paid.

4.4. METHODS

Statistical unit

The monthly survey is conducted in industrial enterprises employing more than five persons and defined as kind-of-activity units («Faglig enhed»). This concept was adopted in 1976 and covers all units of an enterprise engaged in the same economic activity. The kind-of-activity unit is seen as coming between the enterprise (legal entity engaged in one economic activity or more through one or more local units) and the establishment (local unit engaged in one economic activity). In the survey on employment and earnings, the concept of kind-of-activity unit has replaced that of establishment which, by definition, could exclude certain auxiliary units (head office, sales offices, central depots).

Sampling method

The sample of enterprises (based on the annual survey on employment and earnings) is stratified according to size and branch of activity. The survey covers all enterprises with 200 or more employees; enterprises with a pay-roll of between 6 and 200 workers are represented by a percentage corresponding to their size.

The sample includes about 1 450 enterprises from a total of 6 100 representing approximately 70 % of those gainfully employed in industry.

Calculation method

The data from the monthly survey are extrapolated and then, in the case of wages and salaries, adjusted to take into account the unequal lengths of the months and variations in the number of public holidays. On the basis of the average monthly remuneration for the year 1985, an index for the hourly remuneration of manual workers and the monthly remuneration of non-manual workers is established. Hourly earnings are obtained by dividing total remuneration by hours actually worked. Monthly earnings are calculated by dividing total remuneration by the average number of employees recorded for the month in question.

The survey form does not allow for the results to be broken down by sex. To meet Eurostat requirements, the division between men and women for April and October - at least where manual workers in industry are concerned - is based on the results of a quarterly survey of the earnings of manual workers carried out by the Federation of Danish Employers.

The activity codes have to be changed before this investigation can be used: the codes used by the Federation of Danish Employers are the United Nations' ISIC codes (1958), whereas Danmarks Statistik uses the NACE codes.

In this survey, earnings are compiled by type of pay, type of employment, level of qualification⁽¹⁾ (with a subdivision by sex) and by region.

Using this survey, conversion coefficients are calculated, reflecting the difference in earnings of males and females.

These coefficients are applied to the totals of the main survey. It should be noted that, because of the different nomenclatures used in the two surveys, the estimates are not always reliable, particularly at the most disaggregated levels of NACE.

Treatment of non-responses

The response rate is very high (approximately 98-99% of establishments) and there is no special treatment for non-responses.

4.5. QUESTIONNAIRE

The questionnaire consists of two parts: the first one concerns data for manual workers and the second one data for non-manual workers⁽²⁾.

(1) Skilled workers: workers 18 years and above who are employed in the job for which they have been trained.

Unskilled workers: workers 18 years of age and over engaged in an activity for which they have received little or no training.

(2) Data collected refer to both manual workers and non-manual workers who work more than 15 hours per week.

Regarding manual workers, data for each earnings period are collected for the following items :

- hours actually worked;
- gross earnings (before deduction of tax and social contributions), broken down as follows:
 - . Earnings for hours actually worked, including overtime hours, normal allowances and bonuses,
 - . Earnings for days not worked (public and annual holidays and sick pay).
- Number of manual workers employed at the end of the month (by sex).

The data for non-manual workers refer to a particular month, and concern :

- Gross earnings, before tax and social contributions, are broken down as follows;
 - . Total monthly earnings including overtime payment and regular bonuses,
 - . Special holiday allowances, commissions, cash payments from profit-share schemes,
- Number employed at the end of the month (by sex).

4.6. AVAILABLE SERIES

Data collected are mainly destined to provide monthly indicators on employment and earnings.

The following indices are calculated :

- an index of hours worked;
- a wage bill index;
- a salary bill index;
- an hourly wage index;
- a monthly salary index.

To meet Eurostat's requirements:

- gross hourly earnings of manual workers (by industrial group and by sex);
- gross monthly earnings of non-manual workers (by industrial group).

Chapter 5 - FEDERAL REPUBLIC OF GERMANY

5.1. INTRODUCTION

The basic data for the harmonized earnings statistics are taken from the quarterly survey of earnings in industry, distribution, banking and insurance, which is conducted in January, April, July and October by the statistical offices of the «Länder» in accordance with uniform guidelines issued by the Federal Statistical Office. This quarterly survey is one of the so-called «ongoing» earnings surveys, which also include the half-yearly survey of earnings in craft trades, the annual survey of earnings in agriculture, conducted in September, and the survey of gross annual earnings in industry and distribution. The earnings statistics in the Federal Republic also include collectively agreed wages and salaries, the remuneration of civil servants, the surveys on the structure of wages and salaries, labour costs, and company retirement pensions.

The main aim of the quarterly survey on earnings is to monitor short-term changes in wages and salaries and to publish the results quickly. It was established in its present form in 1957, when it replaced the earlier quarterly series «Verdienste der Industriearbeiter» (earnings of manual workers in industry). Apart from the major overhaul in 1957, reforms have taken place in 1964 and in 1973.

5.2. COVERAGE

The survey covers establishments with 10 and more employees in the following sectors of activity:

- mining and quarrying;
- energy;
- manufacturing industries;
- construction («Hoch und Tiefbau», i.e. excludes installation, repairs and maintenance); in this case, establishments with 5 and more employees are concerned.

for both manual and non-manual workers.

For non-manual workers the quarterly survey covers establishments with 5 or more employees in the following sectors of activity:

- wholesale and retail distribution;
- credit institutions;
- insurance.

This survey uses the «Systematik der Wirtschaftszweige, Ausgabe 1979» (Federal German Classification of economic activities) . For the needs of Eurostat, a conversion is carried out to align the German Classification with the NACE.

5.3. DEFINITIONS

The quarterly survey on earnings covers manual and non-manual workers in industry and non-manual workers in wholesale and retail distribution, banking and insurance.

Manual workers

The term «manual worker» means any person working in a subordinate capacity and contributing to the sickness and pension insurance scheme for manual workers.

Returns should cover all workers except:

- workers who have not been paid in full throughout the reference month for reasons of illness (after the period of guaranteed payment of wages has elapsed) or because they were engaged or dismissed during the period covered by the survey;
- workers who for other reasons have been absent without pay for more than three days during the survey period;
- part-time workers, i.e. whose employment contract provides for a shorter working week than normal (e.g. certain hours, half-days or only certain days of the week);
- workers who receive a statutory disability or old-age benefit or a pension and who, for this reason, are paid reduced wages;
- family workers;
- trainees and voluntary workers;
- persons serving apprenticeships in recognized specialized fields (or fields which have been recognized by way of exception);
- home workers and jobbers.

Firms must classify the workers in employment categories. In firms which operate a fixed scale of payments these must be based on the «Anweisung für die Eingliederung der tariflichen Gehalts - und Lohngruppen in die Leistungsgruppen der Lohnstatistik» (guide for the allocation of the classification of agreed wages and salaries to employment categories in wage statistics). In other firms the categories should be based on the «Definitionen der Leistungsgruppen für Arbeiter» (definitions of employment categories for manual workers).

Employment category 1

Manual workers who, by virtue of their specialized knowledge and their abilities, are employed in activities which are considered to be particularly difficult, involving a high degree of responsibility or covering a broad range of functions. This qualification may be obtained by successfully serving an apprenticeship or by virtue of long experience in the activity in question.

In the pay scales, manual workers of this type are most usually described by the terms «skilled worker», «qualified skilled worker» «highly-qualified skilled worker», «specialized skilled worker», «skilled worker with supervisory staff potential», «hourly-paid foreman or supervisor», «craftsman», «trained skilled worker», «trained and experienced skilled worker», etc.

This category can be split into two as follows:

a) Employment category 1a:

Manual workers who, by virtue of their specialized knowledge and their abilities, are employed in activities which are considered to be particularly difficult, involving a high degree of responsibility or covering a broad range of functions. This qualification may be obtained by successfully serving an apprenticeship and being employed in the activity concerned for a number of years, or simply by virtue of long experience in the activity in question.

In the pay scales, manual workers of this type are most usually described by the terms «highly-qualified skilled worker», «qualified skilled worker», «specialized skilled worker», «skilled worker with supervisory staff potential» or «hourly-paid foreman or supervisor».

b) Employment category 1b:

Manual workers who, by virtue of having successfully served an apprenticeship or being employed in the activity concerned for a number of years, perform or are able to perform all the tasks arising in connection with that activity. In the pay scales, manual workers of this type are most usually described by the terms «skilled worker», «expert skilled worker», «trained skilled worker», «craftsman», «specialized craftsman», etc.

Employment category 2

Manual workers employed on a specialized activity, mostly associated with a particular branch of industry, consisting of fairly repetitive work which is not very difficult or which involves only a limited degree of responsibility and for which no general qualifications are required. Usually workers in this category have acquired their knowledge and ability during a training course lasting at least three months, perhaps followed by an examination. The pay scales describe them as «specialized worker», «qualified expert worker», «expert worker with special skills», «expert worker», «fully trained worker», «expert assistant craftsman», «trained worker», etc.

Employment category 3

Workers employed on simple, non-specialized tasks which can be carried out without any form of vocational training. The pay scales designate these workers as «labourer», «unskilled worker», «ordinary worker», etc.

Non-manual workers

The term «non-manual worker» includes all persons employed in a subordinate capacity and paying contributions to the sickness and retirement insurance fund for such workers, including those persons to whom exemption provisions apply. The returns should include all non-manual workers with a regular gross monthly salary of less than DM 12 000 (including those not paid according to the official rates of pay) except the following:

- workers who were not paid their salaries in full for reasons of illness or because they were engaged or dismissed during the survey month;
- workers who for other reasons have been absent and without pay for more than three days during the survey period;
- part-time workers, i.e. whose employment contract provides for a shorter working week than normal (e.g. certain hours, half-days or only certain days of the week);
- workers who are receiving a statutory disability or old-age benefit or a pension and who, for this reason, are paid reduced wages;
- family workers;
- trainees and voluntary workers;

- persons serving apprenticeships in recognized specialized fields (or fields which have been recognized by way of exception);
- persons legally empowered to sign on behalf of corporate entities (the actual members of the management committee and their deputies and the management of a limited liability company);
- senior managers with full powers of supervision and decision (employment category 1);
- in the case of private insurance companies: persons in charge of advertising and the collection of premiums who are employed full-time.

Non-manual workers are divided into commercial and technical employees. This division is also used in general in the collective bargaining agreements. Employees in these groups must have had the appropriate training and be employed in the appropriate activity.

The firm must classify the employees by categories. The criteria for this, for firms which have standard pay scales, are contained in the «Anweisung für die Eingliederung der tariflichen Gehaltsgruppen in die Leistungsgruppen der Lohnstatistik» (guide for the allocation of the classification of agreed salaries to the employment categories of the wage statistics). In firms which do not operate standard pay scales the classifications in the «Definitionen der Leistungsgruppen für Angestellte» (definitions of employment categories for non-manual workers) should be used. In making this classification care must be taken to include the employees to whom the standard pay scales do not apply and who do not fall into category 1.

Employment category 1 (not covered by the ongoing earnings survey)

Employment category 1 may be split into two, as follows:

a) Category 1a:

Commercial and technical staff in management posts with supervisory and decision-making powers, with a monthly salary of DM 12 000 or over (as from 1 January 1988).

b) Category 1b:

Commercial and technical staff in management posts with supervisory and decision-making powers, with a monthly salary of under DM 12 000 (as from 1 January 1988).

Category 1 includes all staff who, under Section 5 (3) of the «Betriebsverfassungsgesetz» (industrial democracy act), are not eligible, whose conditions of employment are not governed by the standard pay scales, and whose salary exceeds that of the highest category in the relevant collective agreement.

Employment category 2

Commercial and technical staff with special experience whose work is carried out independently in a position of responsibility and with limited powers of decision, who are called upon to engage new staff and be responsible for their training. This category also includes employees with extensive commercial or technical knowledge, as well as those who head large workshops or departments in a position involving the exercise of supervisory powers and special responsibilities.

Employment category 3

Commercial and technical staff with several years' experience or who have specialized knowledge and abilities or who work independently on specialized tasks in accordance with general directives without being responsible for the work of other persons. This category also includes employees with professional supervisory experience employed on specialized tasks and who head large departments with a high degree of responsibility and who may issue instructions to members of the supervisory staff or to foremen.

Employment category 3 may be split into two, as follows:

a) Category 3a:

Commercial and technical staff with several years' experience or who have specialized knowledge and abilities, who perform more difficult tasks or specialized tasks in accordance with general directives without supervision and for which they are responsible, but normally without being responsible for the work of other persons. This category also includes employees with professional supervisory experience employed on specialized tasks and who head large departments with a high degree of responsibility and who may issue instructions to members of the supervisory staff or to foremen.

b) Category 3b:

Commercial and technical staff who, after being given general instructions, perform tasks without supervision, but without being responsible for the work of other persons, which in addition to a successfully completed course of training or equivalent practical experience call for thorough knowledge in a specialized field or particular skills.

Employment category 4

Commercial and technical staff with no decision-making powers who perform simple tasks which call for a successfully completed course of training or many years of practical experience, attendance at a vocational training establishment or private study.

This category generally includes employees who are in charge of a small number of labourers or who are in a position giving them supervisory powers as foremen, overseers or assistant overseers.

Employment category 5

Commercial and technical staff who perform simple, repetitive or mechanical tasks which do not call for any vocational training.

The main feature of this concept of «employment categories» is that the firm included in the sample is not free to classify its manual and non-manual workers as it thinks fit, but must follow the precise guide-lines issued by the Federal Statistical Office. This body has drawn up employment categories for each collective agreement on the basis of the various wage and salary categories. The deciding factor in this classification is the level of training, experience and responsibility required in performing the tasks covered by the various earnings categories. Both parties to the collective agreements were consulted, so that they could agree on the comparability between individual areas of activity among the various trades and industries, and also those where earnings are determined on the basis of an analytical description of the work.

Thus, in spite of the differences between the job assessment systems, a single classification principle can be used which ensures that in all the surveys the level of skill required of workers within each employment category remains more or less the same.

Gross earnings

Gross earnings (wages or salary) include all regular payments, i.e. payable regularly on each pay-day, sums which were actually paid to manual and non-manual workers during the reference period. Accordingly, all payments made on a one-off basis or at fairly long intervals do not form part of gross earnings.

Examples of regular payments are:

- collectively agreed earnings or freely negotiated wage/salary;

- standard and non-standard performance-linked payments and bonuses, social and other payments, such as payments for overtime worked during the reference month;
- income tax payments and employee's social security contributions voluntarily undertaken by the employer;
- commissions relating to the reference month, if commissions (related to sales) are paid in addition to a fixed wage or salary;
- bonuses, end-of-year bonuses, thirteenth month payment, profit-sharing payments, etc. which are paid in monthly instalments;
- monthly contributions made by employers to workers' savings schemes;
- building workers' holiday pay, even if it is paid by holiday funds;
- travel costs and supplements for journeys to and from the place of work, if these are «tax paid»;
- the tax value of free board and/or accommodation, insofar as these benefits constitute all or part of the gross wage (salary) (free board means the supply of at least three meals per day. Breakfast only or occasional meals do not count);
- deductions from earnings made during the reference period for reimbursing loans, salary advances, etc.

The following are not included in regular payments:

- social security contributions paid by employers;
- the employer's additional health insurance payments for those employees who are not obliged to take out health insurance in accordance with the second law amending the health insurance provisions;
- bonuses paid on a one-off basis or at longer intervals, Christmas bonuses, profit-sharing schemes or payments, employer's contributions to workers' savings schemes; end-of-year bonuses, thirteenth-month payments; holiday compensation pay;
- additional holiday bonuses, on the basis of agreed rates or ex gratia;
- savings bonuses payable to wage and salary earners by virtue of paragraph 12 of the Third Law on Capital Formation;
- the «miners' bonus» paid in the mining industry;
- sums paid by building industry employers to the building industry fund for supplementary insurance, and payments made to workers for periods of enforced idleness, leave, training and work in winter conditions;
- allowances for travelling time, and the winter and bad-weather allowances also paid in this industry;
- expenses, separation allowances, working-away allowances (if not taxable); allowances paid from the company's own resources or tax reliefs to cover periods of short-time working;
- statutory child allowances, even if they are paid by the employer, as in the Civil Service;
- advances and loans received during the reference period; salary arrears and tax rebates;
- benefits in kind (except for free meals and/or accommodation: see above).

Working hours (manual workers only)

Paid hours of work, on the basis of which the pay-slip has been made out, together with overtime actually worked during the reference period by manual workers covered by the survey, should be recorded.

Paid hours of work

Paid hours of work are the hours which have actually been worked (usually after clocking-in, that is to say, time spent at the workplace, excluding hours worked but paid in the form of leave in lieu, and also excluding general breaks laid down by the firm, such as the lunch break), including time not worked but paid, e.g. paid periods of sick leave, statutory holidays, holidays with pay, periods of absence in connection with the firm or for personal reasons (attendance at workers' meetings, works outings, visits to doctors, family occasions, etc.).

In cases where the holiday pay is based on a previous period of work, the number of paid hours of work (including overtime) for this period must be established and recorded as paid holiday time.

If, because the working conditions are injurious to health or the work is particularly arduous, the number of hours of paid work is in excess of the number of hours which were actually worked, only this latter figure is included in the total number of paid hours of work. Days off which are granted as part of the reduction of the working week are treated neither as hours worked nor as paid interrupted periods.

Overtime

Overtime means hours worked over and above the normal working week and not offset by taking other days in lieu, regardless of whether a supplement is paid for such overtime. In particular, if the standard working week is reduced by making working days into extra holidays, this is not overtime.

5.4. METHODS

Statistical unit

The establishment («Betrieb»), as the local unit of an enterprise, constitutes both the statistical unit and the sampling unit.

The survey covers all establishments with 10 or more employees, except in construction and services where establishments with between 5 and 9 employees are also included.

Sampling method

Since October 1982 the quarterly survey of earnings in industry and distribution has been conducted on a different sample of firms from the previous selection, which dated back to January 1973.

The sampling plan meets the following criteria:

- As far as possible, the firms which made up the old sample were replaced by new ones in order to maintain the fundamental principle of equality of treatment amongst reporting companies, provided that this does not affect the aims of the survey.
- The size of the sample in each of the various «Länder» is such as to give maximum comparability between them. This means in practice that on average the sampling rate for the smaller «Länder» is higher than for the larger ones.
- The sample is made up on a random selection basis so that the sampling error can be assessed.

«Länder»	Number of units in the universe	Number of establishments in the sample	Sampling rate (%)
Schleswig-Holstein	10 433	1 622	15.6
Hamburg	8 010	1 396	17.4
Niedersachsen	27 911	3 188	11.4
Bremen	3 200	760	23.8
Nordrhein-Westfalen	69 105	6 875	9.9
Hessen	22 312	2 682	12.0
Rheinland-Pfalz	13 123	1 928	14.7
Baden-Württemberg	37 024	3 942	10.6
Bayern	41 373	4 224	10.2
Saarland	3 912	839	21.4
Berlin (West)	6 861	1 218	17.8
F.R. of Germany	243 264	28 674	11.8

Within each «Land», the statistical universe is subdivided into 83 branches of activity and 6 size categories according to the number of employees.

Number of employees		
Size category	Industry (except construction)	Construction, distribution, banking and insurance
1	10 - 49	5 - 19
2	50 - 99	20 - 49
3	100 - 199	50 - 99
4	200 - 499	100 - 199
5	500 - 999	200 - 499
6	1 000 and above	500 and above

The sampling rates within the individual strata are chosen so as to produce the minimum of sampling error (the simple relative standard error for the average hourly earnings for the individual branches of activity should be not greater than 1%). The size of the sample in each stratum is determined according to the Neyman-Tschuprov law, which states that the number of units to be included in each stratum is proportional both to the size of the universe and to the standard deviation of the variable (gross hourly earnings) within the stratum.

The sample units are selected in accordance with a definite system. If, during the process of selection, a firm which was in the previous sample comes up again, the next firm on the list is selected in its place, provided that it was not itself part of the previous sample. If it was, the next firm on the list is taken, and so on. However, this procedure is not used if it ends up with a firm which immediately precedes one which is selected by the system.

If this occurs, the firm originally selected by the system is retained in the sample so as not to jeopardize the principle of random selection.

Changing the sample raises the problem of continuity within the series. Since 1957 this problem has been solved by conducting the survey on the firms in both the old and the new samples at the time of the changeover.

The results are compared, and conversion coefficients established for each branch of activity. These can then be used to convert the results from the previous period by simple multiplication to give a completely valid comparison between the two sets of results.

On average, for all branches of activity, the differences between the results produced by the old and the new samples tend to be fairly small. For example, when the sample was changed in October 1982 differences of more than 2% in the average gross hourly earnings occurred in only three branches of activity for male manual workers. In general, the differences were less than 1%, except for non-manual workers, where, for various reasons⁽¹⁾, they ranged from 2% to 4%.

The samples are changed not later than when the results of the next census of firms appear. These censuses are conducted at more or less regular intervals, in general about every ten years. There is, therefore, no fixed periodicity. It is planned to select a new reference population on the basis of the 1987 census.

Calculation method

The earnings of manual workers are averages calculated on the basis of the total wage bill and working hours in a given period. The earnings of non-manual workers are based on the total salary bill for a given period and the number of persons employed during that same period.

In order to control the probabilities, average values are calculated for each firm for the individual variables (e.g. gross earnings per employee, average normal hours worked per week and per manual worker surveyed, average gross hourly earnings, etc.). These values are used for a plausibility check. If the current values deviate considerably from those for the previous quarter, this indicates an error.

After each plausibility check the data are extrapolated, that is to say by multiplying all the characteristics of the statistical unit (the establishment) by the ratio of the number of establishments in the universe to the number within the sample. The extrapolated figures are then aggregated.

Treatment of non-responses

A distinction is made between a «genuine» and a «false» non-response.

The former indicates a firm which simply ignored the survey, whilst the latter indicates a firm which either no longer existed at the moment the survey was conducted, was no longer involved in industry or commerce or no longer constituted an independent local unit.

In the case of «false» non-responses the units concerned are crossed off the list and not replaced (to give a «corrected number»). For the «genuine» non-responses an adjustment factor (AF) is applied. This is drawn up by stratum for each cell using the following formula:

$$AF = \frac{\text{Number of firms contacted less number of non-existent firms}}{\text{Number of firms which replied plus number of non-participating firms}}$$

The number of firms contacted is the «corrected» number of firms in the sample, i.e. after crossing off the «false» non-response firms.

(1) See L. Hake and H. Söll, «Austausch der Berichtsbetriebe bei der laufenden Verdiensterhebung in Industrie und Handel», in Wista 9/83, pp. 694 et seq.

Any firm for which valid data suitable for processing have been obtained is considered to have replied, including those whose business activity has changed. Those firms which are temporarily not trading, or which at the time of the survey no longer employed persons coming within the terms of reference of the survey, are counted as if they had responded.

In the case of a firm which deliberately ignores the survey («genuine» non-response) but has also changed its area of business, this non-response for the original activity is considered to be a false non-response and consequently the firm is eliminated without being replaced. In this case, we consider that the firm has not been contacted, and consequently the adjustment factor is not applied. In the new branch of activity, this non-response is offset by collecting and analysing the data for a replacement firm of comparable structure to the missing unit. In all cases an attempt is made to limit the number of non-responses, because it is seldom possible to find an exact match.

5.5. QUESTIONNAIRE

The quarterly survey of earnings covers manual and non-manual workers in industry and non-manual workers only in distribution, insurance and banking. In statistical units where several different types of work are carried out (e.g. production of chemical feedstock and processing of plastic materials), a separate questionnaire is filled in for each branch of activity if the workers in the various production units are paid under different collective agreements.

Where there is only one collective agreement, the workers are grouped together on one form. In this case the establishment is classified according to its main activity, that is to say the one which employs most of the staff. In cases where it proves impossible to decide which is the main activity from the distribution of the workforce (e.g. because the staff is employed alternately in different production units), the decision is taken on the basis of the production volume.

The questionnaire is divided into two parts: one covering non-manual workers and the other manual workers.

For non-manual workers, the information requested relates to the entire month because their salaries are usually calculated and paid monthly. The total number of employees and the total amount of their gross salaries are recorded for each sex, a distinction being made between commercial staff and technical staff and a breakdown of both being made by employment category. The average gross earnings figure is also recorded by dividing total monthly earnings by the number of employees.

In the case of manual workers the firms have the choice of supplying data for one or more pay periods, i.e. for a period of a month or at least four weeks which must fall entirely or mainly in the reference month.

Thus, if wages are calculated for a period of three weeks, the declaration is made for two entire periods, that is to say six weeks, and if the calculation is based upon a period of ten days the survey period consists of three entire periods of ten days. If the period in question is a month, the questionnaire should specify normal working hours in the establishment (including time paid for public holidays) during the reference month.

The information collected concerns the total gross wage bill and the number of hours paid (distinguishing between ordinary time and overtime) of all manual workers, broken down according to sex and employment category, plus the average gross hourly earnings calculated by dividing the total wage bill by the total number of hours worked.

The data for the survey period are used to convert the number of hours paid and gross earnings per firm to a weekly basis (since for manual workers earnings and hours worked are recorded on a weekly basis), and are subjected to a plausibility check for accuracy.

5.6. AVAILABLE SERIES

The following results are published quarterly:

- Gross earnings (hourly and weekly) for manual workers;
- Gross earnings (monthly) for non-manual workers;
- Percentage employed of those covered;
- Paid weekly hours (for manual workers);
- Index of working hours;
- Index of gross hourly/weekly earnings of manual workers;
- Index of gross monthly earnings of non-manual workers.

Structural information:

- Sex;
- Employment category (see 5.3., definitions of non-manual/manual workers);
- Branch of activity;
- Region.

Annual averages of the results of all four quarters are also published by branch of activity, occupation and sex, as follows:

- Average hourly/weekly earnings of manual workers;
- Average monthly earnings of non-manual workers;
- Paid weekly hours.

Chapter 6 - GREECE

6.1. INTRODUCTION

The data furnished for the Harmonized Statistics on Earnings originate from different surveys:

1. The Quarterly Survey on the Earnings of Industrial Workers, carried out since November 1961 by the National Statistical Service of Greece. The survey shows the development, on a quarterly basis, of paid work in industry (average monthly salary of non-manual workers, average weekly and hourly wages of manual workers, average daily wage, average number of hours and days worked, etc.).

This survey was extended in 1977 to «mines and quarries» and from the first quarter of 1989 to «electricity, gas and water distribution».

2. In 1974, the Ministries responsible for Coordinating and Planning, Trade and Industry and Labour adopted a Joint Decision No 21934/7610/31.8.74 on a regular sample survey on employment and wages to be carried out in industry, the craft sector, mining, transport, trade and other services, which formed the basis for subsequent decrees introducing the following surveys:
 - a. Quarterly Survey on Earnings in the «Retail Trade», introduced by Decision 2573/B56/11.3.74.
 - b. Quarterly Survey on Earnings in the «Wholesale trade», introduced by Decision 6493/IB328/30.6.88.
 - c. Half-yearly Survey on Earnings in Banking and Insurance, introduced by Decision 18680/IB517/24.7.84.

6.2. COVERAGE

The surveys on earnings cover establishments with 10 and more employees in industry (all industrial activities, with the exception of building and civil engineering), establishments with 3 and more employees in wholesale distribution and retail distribution, banking (establishments with 10 and more employees) and insurance (establishments with 3 and more employees).

To collect data, the national statistical classification of branches of activity (Stakod) is used. To meet Eurostat's requirements, the Stakod branches of activity are adapted to correspond to the NACE.

6.3. COMMON DEFINITIONS

The surveys on earnings (quarterly for all sectors and half-yearly for banking and insurance) cover employees. An employee is defined as any person linked in a work relationship with the establishment covered by the survey, irrespective of the method of remuneration (salary, daily wage, by piece or other form).

These surveys cover all employees in the establishment who, during the period of remuneration of the survey (month, fortnight or week), are entered on the corresponding pay rolls. They exclude entrepreneurs and the members of their family even if they work in the establishment, as well as persons working at home on behalf of the establishment.

Manual workers

Employees who, irrespective of the method of remuneration, are principally or exclusively engaged in manual work.

Non-manual workers (salaried employees)

Employees who, irrespective of the method of remuneration, are engaged exclusively or principally in non-manual work.

Gross earnings

The following categories of remuneration are covered by the surveys:

- fixed remuneration;
- remuneration for overtime;
- other exceptional remuneration.

Fixed remuneration is that paid for the statutory period and in compliance with the statutory working conditions. It also includes certain bonuses, such as the production bonus, recruitment bonus, seniority bonus, bonus paid in cases where the employee works all the days of the month (i.e. has no absence).

Remuneration for overtime comprises extra pay for additional hours worked.

Exceptional remuneration includes allowances paid for changes in working conditions, such as increases in night work, holiday and Sunday work.

Excluded is remuneration covering a period outside the reference period for the survey, for example, holiday bonus, balance sheet bonus, retroactive increases even if they are paid during the reference period, etc.

Working hours

Working hours are those for which a wage or salary is paid, whether it is a normal wage or salary or whether it is supplemented by payments for overtime or other special types of work.

6.4. QUARTERLY SURVEY ON EARNINGS IN MINES AND QUARRIES, INDUSTRY, CRAFT TRADES, WATER/ELECTRICITY

6.4.1. METHODS

Statistical unit

The statistical unit is the establishment.

The surveys cover industrial establishments which, at the time of the establishment census, had a total average annual staff of at least ten persons. In the case of the survey on mines and quarries, establishments employing more than 5 persons are covered.

Sampling method

The size of the sample is fixed on the basis of the 1984 establishment census register, which is updated continuously. The samples are stratified on a regional basis (13 Regional Development Departments) and by establishment size (between 10 and 19 employees, 20 and 29 employees, 30 and 49 employees, 50 and 99 employees, and 100 and more employees)⁽¹⁾.

A sample is taken for the first four size categories, whereas a census is carried out for the fifth category (100 or more persons).

The choice of establishments to be included in the sample is made, by region, separately for each cell (crossing of industry branch and staff size category) and on the basis of entries in the 1984 census register of establishments. The sample covers about 4 000 establishments, a figure which will be retained up to next census.

Up to the end of 1976, the data of the Quarterly Survey on Earnings referred to the central month of each quarter. As from 1977, however, the survey sample has been subdivided into three sub-samples, each one the subject of a survey covering one of the corresponding months of the quarter.

The data collected are taken from the pay-slips for the period including the 18th day of the corresponding month.

Consequently, it is possible that the reference period for the data is not always the same for all establishments. This period can be the week, the fortnight or the month, depending on when each establishment pays its employees.

Calculation method

In the total estimates of working time and remuneration, the data for each establishment refer to the same chronological period, i.e. data relating to non-manual workers to the month, those relating to manual workers to the week.

For these operations, a grossing-up coefficient M/m_i is used for each establishment, in which:

M = the number of working days in the month for non-manual workers or in the week for manual workers

m_i = the number of working days to which the questionnaire data on the establishment in question refer.

(1) For mines and quarries, the categories are: 5-9, 10-19, 20-29, 30 and over.

After the above extrapolations, the elements of each category are added by branch and stratum, and the total multiplied by the estimator N_{hi}/n_{hi} where:

N_{hi} = the total number of establishments in sector h and stratum i

n_{hi} = the corresponding number of establishments in the sample.

On the basis of the sum of the above estimates, the total estimate for each characteristic is obtained.

For the total estimates of wage earners, their number is also added by size category, sector and stratum.

The above operations were carried out up to 1984 in the whole country since the sample was taken on that scale.

After 1985, the above operations were carried out by region (9 Regional Development Departments) up to the first quarter of 1989, and since the second quarter of 1989 in 13 regions (following the new regional structure of the country) since the sample was drawn up separately for each region.

Treatment of non-responses

The questionnaires are sent by post to the establishments included in the sample. If the data requested have not been returned by the stated deadline, the National Statistical Service attempts to obtain the information by telephone or by sending an interviewer to the establishment in question.

If the establishment refuses to provide the information requested, it is warned that an action will be brought against it under the relevant legislation. It has always been enough to warn the establishments about the possibility of such action in order to persuade them to supply the information requested.

6.4.2. QUESTIONNAIRE

The questionnaire includes the data set out below, with a breakdown by sex and by manual and non-manual workers:

- total number of workers;
- total remuneration paid to these workers, distinguishing:
 - . regular earnings;
 - . regular earnings for overtime;
 - . remuneration for special work (e.g. night-time work, Sunday work, work on public holidays, etc.);
- the working time remunerated, broken down into:
 - . number of days;
 - . number of ordinary working hours;
 - . number of overtime hours;
- the number of days worked (days of absence for reasons of annual leave, sickness, etc. are to be subtracted from this number).

6.4.3. AVAILABLE SERIES

On the basis of the above complete estimates of working time, remuneration and employees, the following averages are obtained, by sex:

- average monthly earnings of non-manual workers. The total estimate of monthly earnings of non-manual workers is divided by the corresponding estimate of the number of non-manual workers;
- average weekly earnings of manual workers. In the same way, the total estimate of workers' weekly earnings is divided by the corresponding estimate of the number of workers;
- average hourly earnings of manual workers;
- average weekly working time of manual workers;
- average daily wage of manual workers. The total estimate of earnings is divided by the corresponding estimate of paid working days.

These data are available for the 13 YPA regions.

6.5. QUARTERLY SURVEY ON EARNINGS IN THE RETAIL TRADE

This survey monitors changes in the wages and salaries paid to employees in retailing.

6.5.1. METHODS

Statistical unit

The statistical unit is the establishment.

This survey covers retail trade establishments with an average annual staff of three or more persons in towns with a minimum population of 5 000 inhabitants.

Sampling method

The size of the sample of establishments is fixed in each region at the level of the six groups of STAKOD-NACE sectors of economic activity⁽¹⁾ and separately for each of the three employment size categories (from 3 to 5 employees, from 5 to 10 employees and 10 or more employees). In these three strata, a random sample of establishments by sector is drawn. The sample covers about 900 establishments.

As in the case of the previous survey, this survey sample continues to be divided into three sub-samples, each of which is the subject of a survey in one of the corresponding months of the quarter.

Calculation method

The calculation method is identical to that of the previous survey.

(1) 1. Food, 2. Pharmaceuticals, 3. Clothing, footwear, 4. Furniture and household equipment, 5. Cars - liquid fuels, 6. Other establishments.

Treatment of non-responses

The questionnaires are sent by post to the establishments included in the sample. If the data requested have not been returned by the stated deadline, the National Statistical Service attempts to obtain the information by telephone or by sending an interviewer to the establishment in question.

If the establishment refuses to provide the information requested, it is warned that an action will be brought against it under the relevant legislation. It has always been enough to warn the establishments about the possibility of such action in order to persuade them to supply the information requested.

6.5.2. QUESTIONNAIRE

The questionnaire records information by sex, concerning:

- the number of employees (manual and non-manual workers together);
- the remuneration paid to these employees, distinguishing:
 - . regular earnings;
 - . other earnings;
- the number of days remunerated.

6.5.3. AVAILABLE SERIES

On the basis of total estimates of working time and remuneration, the following averages are obtained:

- average monthly earnings of non-manual workers (monthly earnings of non-manual workers/number of non-manual workers);
- average number of days of paid work (days worked/number of non-manual workers).

6.6. QUARTERLY SURVEY ON EARNINGS IN THE WHOLESALE TRADE

The statistical unit and the method of calculation are the same as for employees in the Quarterly Survey on Earnings in the retail trade. The same applies to the questionnaire and the available data.

6.6.1. METHODS

Sampling method

The survey is carried out by sampling and the establishments in the sample are chosen - within each of the 13 Regional Development Departments (YPA) - at the level of nine Stakod economic activity sector groups⁽¹⁾, corresponding to eight NACE groups, and according to the same staff size categories as for the retail trade survey.

(1) 1. Agriculture, forestry, etc, 2. Fuels etc., 3. Carpentry and building materials, 4. Machinery, 5. Household appliances, furniture, 6. Textiles-clothing-footwear, 7. Food, 8. Other establishments.

NACE 615 = Stakod 615 and 616.

The sample covers about 750 establishments. As in the case of the previous survey, this sample is divided into three sub-samples, each of which is the subject of a survey in one of the corresponding months of the quarter.

6.7. HALF-YEARLY SURVEY ON EARNINGS IN BANKING AND INSURANCE

The half-yearly Survey on Earnings in Banking and Insurance collects data on the number of non-manual workers, the remuneration and the number of days worked (by sex).

This survey commenced in October 1984 and is carried out each half-year, the reference months being April and October. The statistical unit, the questionnaire and the available information are the same as those in the survey on industry, but refer only to non-manual workers.

6.7.1. METHODS

Sampling method

The survey is based on a complete enumeration survey of banks comprising establishments with an average annual staff of ten or more persons and insurance companies with a minimum average annual staff of three.

The source of the survey sample was initially the 1978 census register, updated in the case of banks by the list of central banking establishments and in the case of insurance companies by the list kept by the Auxiliary Insurance Fund.

The sample of establishments is drawn up at the level of the region, the number of establishments surveyed being about 1 007 (753 credit institutions - 254 insurance companies) throughout the whole country.

Calculation method

The calculation method is identical to that of surveys in the wholesale and retail trade, but there is no grossing up since all the establishments are investigated.

Chapter 7 - SPAIN

7.1. INTRODUCTION

In 1988 the new survey on wages, «Encuesta de Salarios en la Industria y los Servicios», was approved by the Higher Statistical Council. This quarterly survey, which replaced the former survey⁽¹⁾ as from the first quarter of 1989, comes closer to meeting the current requirements regarding wage statistics. It gives more detailed information and in addition is in keeping with the objectives and methodology recommended by Eurostat.

This is an «ongoing» survey, with one-third of the sample being covered every month.

The results are obtained at both national and Autonomous Community levels. For the fourth quarter, the results are broken down according to sex by means of a supplementary questionnaire.

The main differences between the current and the former survey on wages concern the coverage of employees (the previous survey covered only permanent full-time employees), the size of the units studied (to include units with 5 or more employees, whereas the previous survey covered only units with 10 or more employees), the sectors covered (the survey was extended to 45 branches compared with 23 under the previous survey), the geographical breakdown, and the obtaining of results broken down according to sex (once a year). In addition, the questionnaires were simplified.

7.2. COVERAGE

The survey covers the whole of industry, construction, retail and wholesale distribution, hotel trade, transport and communications, banking and insurance.

It is conducted on the basis of the CNAE (National Classification of Economic Activities). For the requirements of Eurostat this nomenclature is converted to NACE.

7.3. DEFINITIONS

The survey on wages in industry and services covers all persons linked to a production unit by an employment contract, irrespective of the provisions of any such contract.

The following employees are not included:

- employees engaged in the course of the survey month;
- members of the board of directors, the chairman and managing director;

(1) This survey began in 1963, with basic methodological changes in 1977 and 1981.

- members of the entrepreneur's family;
- employees whose remuneration is based exclusively or mainly on commission;
- employees engaged in military service;
- employees with a part-time contract whose working day is less than one-third of the normal working day;
- employees who were absent throughout the month because of a temporary incapacitation for work.

A distinction is made between two categories: non-manual workers (which also includes management) and manual workers.

The occupational category is defined in accordance with the classification derived from the social security contribution groups.

Non-manual workers

This means workers in groups 1-7 for social security contributions.

1. Engineers and graduates

Personnel in this category, the majority of whom have received higher education and vocational training, perform research and supervisory tasks in the managerial field, in industrial and commercial branches of activity:

- managing directors;
- fully qualified architects and engineers;
- doctors, veterinary surgeons, pharmacists;
- mathematicians, informatics analysts, economists, etc.;
- chemists, physicists, lawyers, etc.

2. Engineers-technicians, experts and trained assistants

The personnel in this category, after receiving non-university technical training, perform functions similar to those of category 1, but normally working under the latter's supervision:

- non-qualified architects and engineers-technicians;
- social workers;
- health assistants and qualified nurses;
- computer programmers.

3. Senior clerks and foremen

The personnel in this category organize and supervise the work of the staff in their charge, distributing work, checking and examining the completed work:

- senior clerks;
- foremen and overseers.

4. Non-university assistants

This category comprises workers who perform accounting and quality control tasks:

- design draughtsmen;

- quality controllers;
- accounting supervisors.

5. Administrative officers

This group comprises staff who perform administrative tasks and persons who sell goods in wholesale and retail trading establishments:

- commercial clerks, internal sales staff and sales representatives;
- wage and salary clerks;
- accounts employees and cash desk operatives.

6. Ancillary staff

This group comprises staff responsible for building surveillance, maintenance and cleaning work:

- caretakers and janitors;
- lift attendants;
- cleaning staff;
- survey enumerators.

7. Auxiliary administrative staff

This category comprises persons performing auxiliary work:

- stenographers, typists, telex operators;
- secretaries;
- auxiliary hospital staff;
- telephone operators.

Manual workers

This means workers in groups 8-12 for social security contributions.

8. Skilled workers, categories 1 and 2

This group comprises staff with adequate experience and training who perform manual tasks and carry out various manufacturing tasks using tools or special machines:

- car mechanics;
- painters;
- bricklayers etc.;
- drivers.

9. Semi-skilled workers, category 3

These include semi-skilled production staff working under the supervision of higher-category personnel.

10-12. Unskilled workers

The workers in this category perform simple manual tasks which normally involve physical effort and little or no previous experience.

The differentiation between 10, 11 and 12 is based on the worker's age.

Part-time and full-time workers

Part-time workers are those who work between one-third and two-thirds of the normal working day.

Gross earnings

These are remuneration in cash and benefits in kind paid to employees, in compensation for hours worked or work carried out, to which must be added remuneration relating to periods of time not worked, such as leave or public holidays. They comprise the gross amount of wages and salaries, that is to say before deduction of taxes and employees' social security contributions.

Gross earnings comprise:

- basic wage or salary;
- a number of additions to the wage or salary, which may be:
 - personal, because of seniority, academic qualifications, knowledge of languages or any special knowledge the employee may possess;
 - linked to the job: payments for arduous work, hazards or a noxious environment;
 - linked to the volume or quality of work: bonuses, payments for attendance or services, overtime;
 - benefits in kind;
 - additions to the wage or salary paid at intervals longer than one month, such as gratuities, non-regular payments, profit-sharing, etc., which are not included in the calculations of average earnings for Eurostat unless they are paid monthly pro rata.

Hours worked

These are hours linked in a certain way to the relation between the worker and the entrepreneur and to the productive activity, distinguishing:

- contractual hours: the working hours agreed on in a contract between the worker and the entrepreneur. The contractual hours correspond to the monthly average of the hours agreed on an annual basis;
- normal hours actually worked: hours worked during the firm's normal working day;
- overtime: hours worked outside normal working hours, and generally paid at higher rates;
- hours actually worked: hours directly spent on productive activity. The figure is obtained by subtracting from the total contractual hours the number of hours lost through temporary incapacity for work, measures involving reduced working hours and industrial disputes, and adding overtime.

The hours actually worked are taken as the basis for calculating manual workers' average gross hourly earnings.

7.4. METHODS

Statistical unit

The statistical unit is the social security contribution centre, either the establishment or the group of establishments which makes payment to the social security authorities under the same number. It is very close to the concept of an establishment.

Sampling method

Geographically the survey covers all the national territory. The population under survey includes all paid employees engaged in an activity in establishments comprising at least five members of a social security scheme.

Each sector of activity under survey is considered to be an independent universe and stratified by size of establishment (number of employees: 5-9, 10-19, 20-49, 50-99, 100-199, 200-499 and 500 or over).

For each of these categories, data are obtained on the total number of establishments and employees. This information can be used to calculate the optimum size of sample for each category of scale of employment. An exhaustive survey is conducted on units with 200 or more employees.

The sample for all the 45 branches of economic activity consists of approximately 6 700 establishments.

Each year an updated repertoire of enterprises is used; in fact, the size of the sample is reviewed according to the methodology and is thus fixed each year on the basis of this repertoire.

The size of the sample is adjusted in accordance with the methodology and is laid down each year on the basis of an updated register of establishments.

Calculation method

The earnings of employees are averages based on the total amount of wages and salaries, the number of persons employed and hours worked during the reference month.

The averages are calculated after extrapolation, by multiplying the characteristics of the establishment studied by the ratio between the number of establishments in the universe and the number in the sample.

Hourly earnings are calculated as remuneration paid divided by the number of hours actually worked.

The monthly earnings of manual workers are obtained as total amounts paid divided by the number of persons receiving those amounts.

Treatment of non-responses

The questionnaire data relating to missing establishments are estimated on the basis of previous questionnaires, taking into account the average change in the data obtained by branch and by size class.

7.5. QUESTIONNAIRE

The data in the questionnaire refer to a calendar month.

The questionnaire is in four parts:

Part A aggregates data on numbers of employees on the pay-roll at the end of the month, making a distinction between full-time and part-time workers. Workers whose pay or hours of work are not typical are excluded (see 7.3 above).

Part B relates to full-time employees, and gathers together information on:

- the working day and payment system. This records the number of contracted hours, the number of days' holiday per year, and the number of weeks paid, if the worker is paid weekly;
- monthly earnings. This records data on total basic earnings plus any additional payments in the month, amongst which overtime, additional non-linear payments and arrears are distinguished;
- the amounts which the enterprise pays to its employees by delegation under the headings of incapacity for temporary employment or legal provisions for the regulation of employment, only when these sums are included in the «total of basic wages and additional payments», in order to deduct them from the total amount paid; thus, they do not consist of earnings but rather of social security benefits;
- the number of hours of overtime;
- the number of days not actually worked during the month owing to temporary incapacity for work, to give, by deduction, the total number of hours actually worked.

Part C relates to part-time workers and in fact contains the same headings as **Part B**.

Part D relates to hours not worked for the two reasons postulated in the survey: short-time working and labour disputes.

7.6. AVAILABLE SERIES

The following tables are obtained:

- average number of hours actually worked, per employee and per month;
- average number of hours of overtime worked, per employee and per month;
- average earnings per hour worked:
 - standard pay for normal working hours;
 - payment for hours of overtime;
 - standard pay for normal hours and hours of overtime;
 - total payments: standard pay, non-standard pay and arrears, for normal hours and hours of overtime;
- average earnings per employee and per month:
 - standard pay for normal working hours;
 - standard pay, including overtime payments;
 - total payments: standard and non-standard payments for normal working hours and overtime;
 - total payments: standard and non-standard pay and arrears, for normal working hours and overtime;

at the following levels of aggregation:

- branches of activity;
- CNAE (National Classification of Economic Activities) divisions;
- sectors (aggregated divisions):
 - industry,
 - industry excluding construction,
 - construction,
 - services.

All these tables are produced for all the employees studied (including full-time and part-time), for the following categories:

- Non-manual workers,
- Manual workers,
- Total.

Figures are also available for hours and earnings by Autonomous Community, for total activity and the following categories: non-manual workers, manual workers and total.

The fourth-quarter data referred to above include the same information in a breakdown by sex.

Chapter 8 - FRANCE

8.1. INTRODUCTION

Up to October 1988, the data for the Harmonized Earnings Statistics were taken from a survey on earnings which took place three times a year (in January, April and October). This survey was part of the series of surveys carried out by the Ministry of Labour on the activity and conditions of employment of the labour force (Acemo).

In order to obtain better information on wages and salaries, a new survey on earnings was instigated in October 1988 by the Ministry of Labour, Employment and Vocational Training. This survey takes place twice a year (in April and October) except for 1990 (only in October).

This earnings survey falls into two parts, one concerning remuneration paid for the month of the survey and the other concerning the number of persons remunerated. Thus it gives monthly average earnings, and employees by occupational category and sex.

Unlike the old survey, the new one also takes account of employees who are not full-time or who have not been paid for the full month. They have been converted to the equivalent of employees paid the full-time rate for the whole month.

For the new series to be exactly comparable with the old series, it would have to be assumed that employees who have been engaged or who have left during the month and part-time employees have the same characteristics as the permanent full-time nucleus which was present throughout the month, as regards earnings. Since this assumption has not been proved to hold good, there is a break in the series between the data up to April 1988 and the subsequent data.

In addition, this survey is supplemented by a survey on annual earnings to measure the proportion of bonuses which are not paid monthly. These may be divided into regular bonuses, such as those for the thirteenth month, and holiday bonuses and occasional payments linked to the profits of the enterprise or to the individual employee's output.

This supplementary survey, the first of which concerns employees' earnings in 1988, is based on a sub-sample which represents a fifth of the sample for the main survey.

8.2. COVERAGE

The earnings survey covers establishments of more than 10 employees in all economic sectors except for agriculture, general government and domestic services. It is conducted on the basis of the «Nomenclature d'activités et de produits en 100 rubriques (NAP 100)» (Nomenclature of Activities and Products at 100 codes). The results are converted to NACE using the NAP-NACE conversion table.

8.3. DEFINITIONS

The survey covers all employees with an open-ended or fixed-term contract who have been paid for the reference month, whether they were actually at work for the whole of the month or for only part of it. With the information requested it should be possible to calculate the average monthly earnings of an employee paid for a standard job and for the full month. The remuneration paid must therefore correspond exactly to the number of employees. These comprise full-time employees who have been paid for the whole month, employees who have been engaged or who have left in the course of the month, in terms of paid employees and the pro rata equivalent of full-time employees, together with part-time employees in terms of paid employees and the pro rata equivalent of full-time employees. All the employees are also shown as paid employees and as the pro rata equivalent of full-time employees for the whole month.

The survey should not include:

- temporary staff;
- young persons on an introductory training course (SIVP);
- apprentices;
- home workers;
- «VRP multicartes»;
- employees working exclusively on commission;
- management staff with no collective agreements;
- employees on long-term sick leave or maternity leave who are not fully paid by the enterprise;
- employees under contract gaining qualifications or retraining.

The survey distinguishes between four categories of employee, viz:

- manual workers;
- non-manual workers;
- foremen, technicians and draughtsmen;
- executives.

defined in accordance with an «employee classification scale by qualifications».

Manual workers

The category «manual workers» covers the following six categories:

Industrial skilled manual workers

These are manual workers, in a system of finely differentiated tasks, carrying out manual tasks requiring special training or a long apprenticeship, or carrying major manual responsibilities.

Artisan-type skilled manual workers

These are manual workers, in a system of very generally differentiated tasks, carrying out manual tasks requiring special training or a long apprenticeship.

Drivers

These are employees responsible for driving motor-propelled vehicles on the urban or inter-urban road network, for the carriage of passengers or goods.

Skilled manual workers in materials handling, storekeeping or transport

This category includes employees carrying out skilled tasks in fields connected with production, the distributive trades or transport.

Industrial unskilled manual workers

These are manual workers, in a system of finely differentiated tasks, carrying out manual tasks not requiring special training or a long apprenticeship, or not carrying major manual responsibilities.

Artisan-type unskilled manual workers

These are manual workers, in a system of very generally differentiated tasks, carrying out manual tasks not requiring special training or a long apprenticeship, excluding agriculture.

Non-manual workers

In the «earnings of employees» survey, the term «non-manual workers» covers only the categories «administrative non-manual workers» and «commercial non-manual workers». Nevertheless, for the purposes of Eurostat the term «non-manual workers» comprises three categories which are listed separately in the questionnaire, viz:

- non-manual workers;
- foremen, technicians and draughtsmen;
- executives.

Non-manual workers

This category includes :

- *administrative non-manual workers*: these are either qualified or unqualified executive non-manual workers engaged in office work in the enterprises.
- *commercial non-manual workers* : these are non-manual workers carrying out simple tasks connected with selling.

Foremen, technicians and draughtsmen

This category includes:

- *intermediate-level professions concerned with health or social work*: intermediate-level personnel responsible for providing care or assistance for persons with health or social problems;
- *intermediate-level administrative and commercial professions in enterprises*: non-manual workers in firms at a supervisory level engaged in office or commercial work;
- *technicians*: persons who apply industrial technological knowledge;
- *foremen, charge-hands*: skilled non-manual workers who are responsible for the direct or indirect supervision of labour.

Executives

This category includes:

- *Administrative and commercial staff*, including employees with major management responsibilities in enterprises;
- *Engineers and technical staff*, including employees in an enterprise who perform responsible tasks which call for high-level scientific knowledge.

Gross earnings

This means gross earnings before deduction of social security contributions. It includes all the items comprising the remuneration for the reference month, including bonuses and overtime pay. On the other hand, it does not include items constituting reimbursement of expenses incurred by the employee on behalf of the establishment, redundancy or retirement payments, paid holidays, payments to non-manual workers on fixed-period contracts at the end of the contract or benefits in kind.

The earnings survey provides for a breakdown of gross earnings into four separate sections in the questionnaire, viz:

- 1) total basic wages and salaries: total basic wages and salaries corresponding to the total of the first lines on the employees' payslips, for the hours actually paid;
- 2) total overtime pay;
- 3) monthly bonuses paid for the reference month as for other months: this means all the bonuses or gratuities which are paid automatically each month even if the amount varies from month to month;
- 4) other bonuses: these are non-monthly bonuses or occasional gratuities paid for the reference month.

8.4. METHODS

Statistical unit

The statistical unit for the survey is the establishment. For a number of large enterprises which comprise several establishments there are bilateral agreements under which the enterprise replies for all the units.

Sampling method

The sample used covers all economic activities except for agriculture, general government and domestic services. It includes all establishments with 50 or more employees, and a quarter of the establishments with 11-49 employees. Establishments with 10 or fewer employees are not included in the survey. The sample consists of approximately 65 000 establishments.

The sample is stratified by activity in NAP 100 («Nomenclature d'Activités et de Produits en 100 rubriques») x size of establishment (11-49 employees, 50-199 employees, 200-499 employees and 500 or more employees).

Calculation method

Monthly average earnings (the ratio between the gross amount of pay less non-monthly bonuses and full-time equivalent employees) are calculated in each stratum, by occupational category (manual workers, non-manual workers, foremen and technicians, executives and total) and according to sex.

These basic results are then aggregated applying weighting coefficients which reflect the structure of the employed population in the previous year. These weightings have been established on the basis of the UNEDIC numbers⁽¹⁾ broken down by social-professional category in accordance with a categorization survey conducted in 1985.

The calculation of the average earnings of category I x sex S, for an activity K (which is the aggregate of «X» basic activities in NAP 100) for a given size T is effected by dividing the total volume of the «earnings» of this category I x sex S x activity K x size T by the corresponding number of employees.

To do this the following equations are formulated for each social-professional category I x sex S, at NAP 100 level x size:

- table of numbers
$$\frac{\text{UNEDIC}}{E_{(ISLT)}}$$

- table of weighted volumes of «earnings»

$$M_{(ISLT)} = E_{(ISLT)} \times \text{GAIN MOY.}_{(ISLT)}$$

GAIN MOY._(ISLT) indicates the monthly average earnings of category I x sex S for activity L in NAP 100.

* To obtain the average earnings for the consolidated activity K, we aggregate the «X» activities in NAP 100 which make up activity K.

Thus :

$$\text{GAIN MOY.}_{IHK T} = \frac{\sum_{L=1}^x M_{IHL T}}{\sum_{L=1}^x E_{IHL T}}$$

* To obtain the average earnings for all sizes of establishment for activity K, we aggregate the four component size-K activities.

$$\text{GAIN MOY.}_{IHK T} = \frac{\sum_{T=1}^4 (E_{IHK T} \times \text{GAIN MOY.}_{IHK T})}{\sum_{T=1}^4 E_{IHK T}}$$

The half-yearly earnings survey gives monthly earnings. To meet Eurostat requirements, and to calculate manual workers' hourly earnings, the half-yearly survey on earnings must be brought into line with the Acemo survey (quarterly survey on the activity and working conditions of the labour force), carried out by the Ministry of Employment, which gives the number of weekly working hours. The hourly earnings are equal to the monthly earnings divided by 4.33 times the length of the week actually worked, according to the practice of the establishment (for full time employees).

8.5. QUESTIONNAIRE

The questionnaire for the earnings survey is in two parts: the first concerns the remuneration paid for the month, and the second the number of employees who have received remuneration for the month.

(1) ASSEDIC : Local organizations concerned with unemployment
UNEDIC : National organization comprising all the ASSEDIC organizations.

In the first part, the gross amount of pay for the month and the breakdown of this into four headings (see 8.3.) are requested for the following occupational categories, and according to sex: «manual workers», «non-manual workers», «foremen, technicians and draughtsmen», «executives» and for all these categories together.

The second part of the questionnaire covers the number of employees, subdivided into full-time and part-time. For the former, the survey requests, by occupational category, details of employees paid for the whole of the month and paid employees who were engaged or who left in the course of the month. Respondents are asked to convert these into the equivalent of full-time employees paid for the whole month. With regard to the part-time employees, respondents are asked to give the number of paid employees and the equivalents of full-time employees paid for the whole month. The data for all the employees correspond to the sum of the above data.

8.6. AVAILABLE SERIES

The principal published data concern:

- gross monthly earnings, including monthly bonuses;
- the breakdown of gross pay (including monthly bonuses);
- the theoretical month earnings after integration of non-monthly bonuses (obtained by the complementary survey);
- the evolution of monthly earnings, calculated on the information common to two successive surveys only;
- the theoretical annual earnings.

Other data are available, although not published, for example, the basic wage rates.

Also calculated for Eurostat requirements are gross hourly earnings of manual workers by branch of activity and sex.

Structural data:

- occupational category:
 - . manual workers,
 - . non-manual workers,
 - . foremen, technicians and draughtsmen,
 - . executives,
- sex;
- branch of economic activity.

8.7. SUPPLEMENTARY SURVEY ON ANNUAL EARNINGS

The purpose of the supplementary survey on annual earnings is to measure the proportion of bonuses which are not paid monthly. These comprise regular bonuses such as for the thirteenth month, holiday bonuses and occasional bonuses linked to the profits made by the enterprise or to the individual performance of the employee.

The supplementary survey on earnings is concerned solely with annual remuneration broken down in the same way as the remuneration for October or April in the six-monthly survey. It is conducted on a fifth of the establishments which are covered by the six-monthly survey. The data from this survey are processed independently of the data for the main survey.

The proportion of bonuses which are not paid monthly (other bonuses/gross pay) is calculated at NAP 100 x size level, by occupational category and according to sex. Two adjustments are then made to these ratios, similar to the adjustments made to the monthly average earnings in the main survey.

Chapter 9 - IRELAND

9.1. INTRODUCTION

The quarterly survey of industrial employment, earnings and hours worked was initiated in March 1950 by expanding the scope of the existing quarterly industrial production sample inquiry. Estimates were initially published for thirty-four industrial sectors. An updated series was compiled from March 1956 using an ISIC (UN) based activity classification. The quarterly collection of industrial employment, earnings and hours worked details has been undertaken as an independent survey since 1975 when the short-term industrial production inquiry was converted to a monthly frequency.

In June 1979 the NACE activity classification, first used for the 1973 Census of Industrial Production, was introduced into the quarterly employment, earnings and hours worked inquiry. Results were then published for 42 NACE sectors and groupings covering Transportable Goods Industries (NACE 1-4, excluding classes 13, 16 and 17). The coverage of the series was extended from March 1985 to include NACE 13, 16 and 17. At the same time an improved methodology was introduced and results for the earnings of non-manual workers (without distinction as to sex) in major NACE industrial sectors were published. Details for a supplementary set of 20 sub-sectors have also been published on request since 1982. In some of these sub-sectors the sample of establishments on which estimates are based does not provide the same level of coverage as in the case of the main NACE sectors.

9.2. COVERAGE

The quarterly survey covers establishments with 10 and more employees in all industrial activities, excluding the «building and civil engineering» sector (NACE 1 to 4).

The data are drawn up in accordance with the General Industrial Classification of Economics Activities within the European Communities (NACE).

9.3. DEFINITIONS

The earnings survey covers all manual and non manual workers employed by the establishment and paid on adult rates, together with apprentices. The survey covers both full-time and part time workers including persons on holidays, short-time, or temporarily absent due to illness or injury. The workers employed on a contract or fee basis are excluded.

Manual workers

The term «manual worker» means the persons who are directly engaged in the particular industrial activity. The industrial category includes operatives, maintenance workers, storekeepers, packers, cleaners, etc. together with basic supervisory staff and apprentices.

Non-manual workers

These are the workers providing support activity (i.e. managerial, clerical, transport, maintenance, sales, staff, etc).

Gross earnings

This is the gross amount paid to employees before deduction of income tax, PRSI, etc. including overtime pay, shift and other allowances, commissions, production and regular bonuses, etc. Irregular bonuses, back pay and redundancy payments are excluded from the earnings returned for pay periods covering the reference week.

Working hours

This covers the hours worked by all manual workers during the reference week. The hours worked include the normal working hours of employees on holidays or sick leave with pay; this ensures the compatibility of the earnings and hours worked data for the estimation of average hourly earnings. Overtime hours are included on the basis of hours actually worked.

9.4. METHODS

Inquiry unit

The unit surveyed in the quarterly inquiry is the industrial establishment as distinguished in the annual Census of Industrial Production. This is defined as a specific industrial activity conducted at a particular location.

The majority of industrial establishments are individual factories, workshops, quarries, etc. involved in a single industrial activity.

Two or more distinct industrial activities (i.e. classified to different 3 digit NACE sectors) conducted by an enterprise to any significant extent at one location are each distinguished as separate establishments, if separate records exist.

Sampling method

The quarterly survey relates to the middle week of the last month of each quarter (i.e. March, June, September and December).

A sample of at least 1 200 respondents is required each quarter to:

- (1) provide reliable and consistent estimates of employment, earnings and hours worked for the different employee categories distinguished in each of the 45 or so sectors and groupings for which results are published;
- (2) support the methodology required for the compilation of earnings and hours worked indices (i.e. stratification by establishment size and employee categories to allow for corresponding differences in earnings levels and trends) within each of the 110 NACE 3-digit industrial sectors.

The sample surveyed comprises a representative selection of establishments with 10 or more persons engaged in each 3-digit NACE sector. Every effort is made to achieve full coverage of establishments with 100 or more persons engaged.

Approximately 2 300 postal questionnaires are dispatched each quarter. These generally consist of about:

- 1 000 regular respondents;
- 800 establishments which respond periodically;
- 500 establishments (mainly new firms) which are usually canvassed to respond for a number of quarters and then eliminated if co-operation is not forthcoming.

The restriction of the earnings and hours worked estimated to establishments employing 10 or more persons in the new series from March 1985 ⁽¹⁾ resulted in about 500 smaller establishments, which were used in compiling the former series, being eliminated from the quarterly sample.

Calculation method

Data in absolute terms

The average weekly earnings estimate for any NACE 3-digit group or for broader sectoral groupings are derived from the data for sample establishments (including non-respondents) by:

- (1) aggregating the total employment and total earnings for each of the 8 basic employee categories ⁽²⁾ separately in the 3 establishment size strata (i.e. 10-49, 50-99, 100 or more persons engaged) in each of the 110 NACE 3-digit sectors;
- (2) deriving average weekly earnings (i.e. total earnings divided by total employment) in each of these 2,640 cells (i.e. 8 employee categories X 3 size groups X 110 sectors);
- (3) multiplying the average weekly earnings by the total estimated employment in each of these cells to get the corresponding estimated total weekly earnings;
- (4) aggregating across size-groups and NACE sectors to get corresponding total employment and weekly earnings estimates for broader groupings;
- (5) deriving corresponding average weekly earnings (i.e. total earnings divided by total employment) for the 8 basic employee categories and combinations of them for NACE sectors distinguished for publication purposes.

This same process is replicated to derive average weekly hours worked for the 4 industrial worker categories.

The estimates of average hourly earnings are obtained for any grouping by dividing the estimated weekly earnings by the corresponding estimated average hours worked. By comparison with the former series the methodology has been considerably improved by distinguishing establishment size strata within NACE 3-digit groups (to allow for corresponding earnings differentials) and the use of current employment estimates each quarter for the combination of cells to derive averages for broader groupings.

The average earnings estimates for different categories of employees and sectors reflect not only variations in wage rates and overtime levels, but also differences in the mix of employees covered (i.e. sectors with high proportions of skilled operatives will generally have higher average earnings than those mainly employing unskilled workers). The average earnings published for different categories of employees and sectors do not therefore represent earnings for comparable work.

(1) In the former series the earnings and hours worked estimates relate to industrial establishments with 3 or more employees.

(2) Manual workers (adult males and females, youths and girls).
Non-manual workers, including sales representatives (male and female).
Managerial staff, including technical staff (male and female).

Earnings indices

Indices of average weekly earnings are compiled to monitor underlying trends. They are derived in such a way as to exclude the effects of changes in employment composition and industrial structure which are implicitly reflected in the corresponding absolute average estimates. For this purpose the indices are compiled using an annual September chain-linked Laspeyres formula based on matched respondent samples.

The earnings index calculations involve the following stages:

- (1) the sample establishments in each NACE X size cell which responded in both the current quarter and the preceding September are identified;
- (2) using this matched respondent sample the ratio of average earnings (or hours worked) in the current quarter to the preceding September, is calculated for the 8 basic employee categories in each NACE X size cell;
- (3) these ratios are combined for broader groupings (i.e. of size groups, employee categories and NACE sectors) using as weights the estimated total annual earnings (or hours worked) of all corresponding employees in the basic NACE X size cells in the four quarters ending the preceding September;
- (4) the long-term index series is derived by linking these annual sets of quarterly ratios at each successive September.

Treatment of non-response

The estimates for a non-respondent establishment are made by updating the preceding quarter's averages using the corresponding change shown by respondent establishments in the same NACE X size cell. In the case of incomplete quarterly returns, the full details are imputed on the basis of the last complete return for the same establishment.

9.5. QUESTIONNAIRE

Establishments are asked to supply the following information:

- Total persons engaged for the eight basic employee categories, namely industrial workers (adult males and females, youths and girls), male and female clerical staff (including sales representatives), male and female managerial staff (including technical);
- Aggregate earnings paid to each of these eight employee categories in the different pay periods (i.e. weekly, fortnightly and monthly) covering the reference week;
- Aggregate hours worked in the reference week for the four industrial manual worker categories;
- Number of pieceworkers working outside the establishments and the number of proprietors and unpaid family members working in the business (without distinction as to sex).

9.6. AVAILABLE SERIES

The following series are available:

- Average gross hourly earnings, average gross weekly earnings and hours worked by week for the following categories:
 - . all manual workers (i.e. adult males and females, youths and girls);
 - . adult male manual workers;
 - . adult female manual workers.
- Indices of average gross earnings (per hour and per week) and indices of hours worked per week for the above categories.
- Average gross weekly earnings for the following categories:
 - . clerical;
 - . managerial;
 - . clerical and managerial together.
- Indices of average weekly earnings for each of the above categories and for all non manual workers.

For Eurostat's purposes the gross monthly earnings of manual workers are calculated and also (without breakdown by sex) those of non-manual workers.

All this information is available by industrial sector.

Chapter 10 - ITALY

10.1. INTRODUCTION

The series published by Eurostat between 1972 and 1980 were limited to manual workers and were based on a quarterly survey on employment, earnings and hours worked by manual workers, carried out by the Ministry of Labour and Social Security.

In 1980 a new half-yearly survey was initiated, the «Survey on Employment, Hours Worked and Earnings» (Rilevazione della occupazione, degli orari di lavoro e delle retribuzioni di fatto). The data for the Harmonized Earnings Statistics (manual and non-manual workers), which were transmitted to Eurostat between 1980 and 1985, were derived from this survey.

A revision of this survey was started at the beginning of 1986, the aim being to have a broader survey instrument better adapted to the new characteristics of the labour market.

A new survey, the quarterly statistical survey of «employment, earnings and employers' contributions, days and hours worked in branches of economic activity» (Rilevazione statistica trimestrale su occupazione, retribuzioni ed oneri aziendali, giornate ed ore di lavoro sulle varie attività economiche) was introduced, the first survey being conducted in the second quarter of 1986. Several problems during the collection and processing of data, mainly the unreliability of data on earnings, meant that the publication of earnings' statistics series for Italy had to be discontinued with effect from October 1985.

The methodologies outlined below concern the half-yearly survey (data transmitted to Eurostat between 1980 and 1985) and the quarterly survey (data not available).

10.2. SURVEY ON EMPLOYMENT, HOURS OF WORK AND EARNINGS

10.2.1. COVERAGE

The survey covers industrial establishments employing 50 or more persons (NACE 1-5). The services sector is not included.

Establishments are classified according to the ISTAT classification of industries on the basis of the establishment's main economic activity. To meet Eurostat's needs the NACE classification is also used to classify establishments.

10.2.2. DEFINITIONS

Manual / non-manual workers

The definitions of manual and non-manual workers are those laid down by labour contracts and collective bargaining agreements. The occupational background of a manual worker is that of a worker whose job is mainly manual in nature and who is paid by hour («operai»). The occupational background of a non-manual worker is that of an intellectual worker who is paid by the month and the nature of whose paper qualifications is the decisive factor governing his role in the establishment. Non-manual workers include managing executives («dirigenti»), technicians, managers, supervisory staff, administrative staff and office staff («impiegati»). The foremen and overseers are classed among the non-manual workers.

All persons who pay compulsory social security contributions and take part in the production process are covered by the harmonized earnings statistics (workers who are below the age of legal majority but are at least 15 years old, temporary workers, seasonal workers, casual workers, senior management staff, the managing director of the company, etc.).

The survey makes no distinction between full-time and part-time workers or between those on reduced pay owing to absence and those on full pay.

Gross earnings of manual workers

This term includes all the components of the basic wage, along with bonuses which are paid regularly, before deduction of taxes and social security contributions, namely:

- time wages and piece-work wages;
- overtime payments;
- extra payments for work on public holidays, night-time work and work on other special occasions specified in collective bargaining agreements;
- indexation payments and other cost of living increases;
- bonuses paid with each wage payment;
- reevaluating coefficients;
- other special allowances paid by the employer (such as compensatory payments for public holidays which are worked and payments for days lost through accident or sickness which are the responsibility of the employer);
- benefits in kind (accommodation, canteen meals, clothes, etc.) or replacement allowances.

The following are excluded:

- family allowances;
- paid holidays (public holidays and annual leave);
- profit-sharing payments and periodic allowances;
- severance payments and money paid by way of compensation for absence of due notice in the event of dismissal.

Gross earnings of non-manual workers

The remuneration of non-manual workers includes the basic salary and allowances which are paid regularly, paid annual leave, compensatory payments for leave which was not taken and for other days which were not worked but which were paid.

The following are excluded:

- Family allowances paid on behalf of the «Cassa Assegni Familiari»;
- Severance payments.

Working hours

In the case of manual workers, the hours in question are those which are actually worked, that is to say normal working hours, overtime, night-time work and holidays which are worked; in principle this means excluding hours which are paid but not worked.

Manual worker's statutory monthly working time is recorded.

10.2.3. METHODS

Statistical unit

The establishment is the statistical unit in industry.

The establishment constitutes the local unit or the particular geographical location in which the activity and administration is carried out. In the building sector the unit in question is the group of building sites located in the same province and operated by the same company.

The questionnaire is sent by the Provincial Labour Inspectorate to all establishments in industry and the building sector employing 50 or more workers.

Sampling method

This survey of all establishments employing 50 or more workers, classified in accordance with both the ISTAT nomenclature and the NACE, covers 12.000 to 13.000 local units employing together almost 2,9 million workers, that is to say approximately 64% of the entire Italian labour force.

Calculation method

Employers provide information, firstly on the total number of individuals concerned, excluding persons doing compulsory military service (in the case of manual workers, the information concerns the average number of persons entered on the establishment's pay-roll at the end of each pay period during the reference month; in the case of non-manual workers, information is given on the number of persons employed at the end of the reference month), and secondly the total number of hours worked and paid and the total wage bill.

The survey uses the method of aggregated earnings. For each branch of industry, and then for each class and group of activity, the items mentioned above are added together. The averages are calculated by simple division: the average hourly earnings of manual workers are the quotient of the ratio of the total wage bill to the number of hours; the non-manual worker's average monthly salary is obtained by dividing the total remuneration by the number of persons paid.

There no extrapolation or use of a weighting coefficient.

The indices are calculated on the basis of these averages.

Treatment of non-responses

As the survey is always an exhaustive survey, the question of replacing companies which have closed down does not arise. In the event of non-response, the Provincial Labour Inspectorate attempts to obtain the information; failing that, the percentage increase in wages is estimated for the establishment in question.

10.2.4. QUESTIONNAIRE

The form for the half-yearly survey of wages and salaries covers, with a breakdown by sex and distinguishing managers («dirigenti»), technicians and managerial staff, middle-ranking staff (foremen, etc.), manual workers and apprentices, the average number of persons employed in the establishment each month, the total number of working hours and the total number of hours paid during the reference month and gross remuneration paid to the categories mentioned above in respect of the hours of work stated.

10.2.5. AVAILABLE SERIES

The following main series are published on the basis of this survey:

- the gross average hourly earnings of manual workers (by sex, by branch of activity and by region);
- gross average monthly earnings of non-manual workers (broken down by sex and by branch of activity).

Nonetheless statistics are available on the average number of persons employed, the hours worked and corresponding gross earnings for the following categories of workers, broken down by sex:

- managers and office staff,
- foremen, supervisors,
- manual workers,
- apprentices.

10.3. QUARTERLY STATISTICAL SURVEY OF EMPLOYMENT, EARNINGS AND EMPLOYERS' CONTRIBUTIONS AND WORKING DAYS AND HOURS IN BRANCHES OF ECONOMIC ACTIVITY

10.3.1. COVERAGE

The survey is carried out among local units employing 10 or more persons in all manufacturing and services sectors apart from agriculture, general government and the building sector.

10.3.2. DEFINITIONS

Manual workers / non manual workers

The survey covers persons in paid employment, broken down as follows:

- Managerial executives and administrative staff with managerial duties,
- clerical staff,
- special categories,

- manual workers,
- apprentices.

The definitions used are those contained in collective bargaining agreements, especially the definitions of «special categories», which include staff in positions of trust or responsibility which are normally assigned to manual workers and those who supervise and direct the work of a group of manual workers with technical or other qualifications.

The data relate to the local unit's total workforce during the survey period, including persons whose legal relationship with the enterprise is one of subordination, and apprentices. They therefore also include staff who are temporarily absent for various reasons (leave, compensatory leave, maternity leave, sickness, temporary unemployment beneficiaries, strikes, etc).

Gross earnings

This term refers to direct remuneration: salaries and wages before deduction of taxes and employees' social security contributions deducted by the employer at source, higher rates of pay for overtime performed in normal working hours, at night and on public holidays, cost of living increases, payments for compensatory rest periods and periodic increments, remuneration for specific tasks.

Also included are:

- bonuses payable in respect of work actually performed and special allowances paid regularly with each pay packet;
- expenses incurred by the establishment in respect of benefits in kind, net of employees' contributions, and amounts paid by way of reimbursement for benefits in kind not taken up which are taxable (allowances for travel, accommodation, canteen meals, food, clothing, etc);
- remuneration paid in respect of days not worked (paid leave, payments for leave days not taken up, matrimonial leave, paid public holidays, compensatory leave, release for study purposes, remuneration paid to workers who are absent through occupational or other illness, accident, etc, income support paid by the unemployment office (Cassa Integrazione Ordinaria).

Other remuneration components are collected in this survey, but are not included in the concept of gross earnings taken into account in the Eurostat series:

- gratuities, bonuses and allowances not automatically paid for each period of payment: «13th month» and other additional months' pay, Christmas bonuses, long-service allowances, performance-related bonuses, allowances payable in respect of marriage and the birth of a child, profit-related pay, arrears, etc;
- sickness, maternity and accident benefits payable by the social insurance body but paid in the first instance by the establishment;
- family allowances and statutory income support;
- earnings supplements laid down by the CIG [for account of the National Social Welfare Institution (INPS)] but paid in the first instance by the establishment;
- severance payments;
- social security charges and insurance contributions payable by the establishment.

Hours worked

These terms refer to the following:

- hours actually worked (during normal working time, at night and on public holidays, etc);

- overtime;
- hours not worked but paid or compensated (public holidays, illness, matrimonial leave, etc.);
- hours not worked but compensated by the CIG.

10.3.3. METHODS

Statistical unit

The statistical unit is the establishment. The questionnaire is sent by the Provincial Labour Inspectorates to all establishments defined under 10.2, employing 10 or more persons.

Sampling method

A sample survey is carried out for local units employing between 10 and 199 persons and an exhaustive survey is currently carried out for those employing 200 or more persons.

The sampling frame is stratified. The local units in each geographical region are stratified by:

- the NACE classes of economic activity (i.e. 88, less 4 branches of economic activity which fall outside the survey field);
- the following employment size classes:

class 1:	10 - 49	employees
class 2:	50 - 99	employees
class 3:	100 - 199	employees
class 4:	200 - 499	employees
class 5:	500 - 999	employees
class 6:	1000 or more	employees

As regards the elementary strata, the first step is to make an allocation proportional to the total number of local units surveyed at national level.

In those elementary strata where this gives rise to less than 3 local units, it was decided to survey at least 3, where possible. The survey involves some 19 500 local units.

The significance of the estimates is arrived at for each of four geographical areas (north-west, north-east, central, south and islands), 14 sectors of economic activity (compared with the 16 NACE sectors) and 6 employment size classes.

Calculation method

The size of the employment categories involved in the survey (see 10.3.) is determined on the basis of average quarterly employment levels, which are deemed to be the average number of employees at the end of each month.

The method used in the survey is as follows: monthly totals are calculated for each class and sub-class of economic activity. The average monthly total of wages and salaries is then obtained via the same procedure used for calculating average employment.

This gives earnings per employee, including payments made by the CIG to those on short time. Hourly earnings are those in respect of hours actually worked or paid via the various contracting bodies (leave, sickness, various types of special leave).

The values of variables omitted on the survey date or which exceed pre-defined acceptance intervals are replaced by stratum averages. The results of the survey are expressed as monthly averages of the data relating to the initial universe.

Treatment of non-responses

Local units to which one or more of the following criteria apply on the survey date are replaced:

- their productive activity falls outside the survey field;
- they employ fewer than 10 persons;
- they cannot be traced;
- they persistently refuse to reply to the questionnaire;
- they have moved to another province or region.

Local units which are found to have ceased activity are not replaced.

10.3.4. QUESTIONNAIRE

The questionnaire for the quarterly survey on earnings records the following in respect of the reference month for each employment category (managerial executives, clerical staff, special categories, manual workers, apprentices):

- the average monthly number of persons employed in the establishments;
- the number of man-days on which employees are actually present at work;
- the number of working hours (normal working hours and overtime);
- the number of hours not worked but paid or compensated;
- direct remuneration;
- earnings in the reference month, broken down by gratuities, bonuses, allowances, family allowances, income supplements, social security and social insurance contributions, and severance payments.

10.3.5. AVAILABLE SERIES

Any series arising from this survey are not currently available to Eurostat.

Chapter 11 - LUXEMBOURG

11.1. INTRODUCTION

The half-yearly survey of earnings has been conducted since 1964 and was organized until April 1980 by the Ministry of Employment and the Ministry of Economic Affairs as part of the harmonization of wage and salary statistics within the Benelux Union and the Common Market.

In October 1980 the Statec (Service Central de la Statistique et des Etudes Economiques) took over responsibility for conducting the survey and processing the data. Up to that date the survey covered enterprises employing one or more persons in industry, the building and civil engineering sectors. From 1980, the survey was extended to cover the wholesale and retail trade, banks and insurances. The sample has been changed and now includes only establishments with 10 or more employees (with the exception of banks and insurance companies which are covered in full).

Since April 1988 Statec has had an additional source of information which enables it to extend the earnings survey to cover all enterprises with at least one employee. This is the administrative files of the social security authorities. These files now constitute the main source of data for the harmonized statistics on earnings. Nevertheless the survey is still conducted in full on banks and insurance companies and enterprises which pay wages and salaries which exceed the threshold for liability to contributions, i.e. seven times the minimum social wage. Furthermore, during the transitional period, a sample of 200 industrial enterprises is retained for the purpose of data reliability.

11.2. HALF-YEARLY SURVEY OF EARNINGS

11.2.1. COVERAGE

A half-yearly survey on earnings covers enterprises with 10 or more employees in the sectors of industry (NACE 1-5) and wholesale and retail distribution (NACE 61 and 64/653-656). Credit institutions (NACE 812/813) and insurance companies (NACE 82) are also included in the field of this survey, but in the case of these two latter sectors the survey is exhaustive.

The survey is conducted on the basis of the General Classification of Economic Activities in the European Communities (NACE).

11.2.2. DEFINITIONS

The survey covers all persons employed (except those excluded by the definitions) working in the enterprises covered by the survey.

Manual workers

The term manual workers means all workers who carry out manual work, who are bound to the company by a labour contract and who contribute to the pension insurance scheme for manual workers.

The following are excluded:

- foremen and overseers who carry out supervisory tasks (considered as non-manual workers);
- apprentices bound to the company by a deed of apprenticeship;
- members of the owner's family working in the business;
- cleaners;
- manual workers paid at a reduced rate owing to a partial occupational incapacity (handicapped person);
- home workers.

On the other hand, manual workers who have worked only part of the time because of a reduction in working hours or a temporary closure for economic reasons (technical or economic unemployment) are included.

Non-manual workers

These are all salaried staff who are bound to the company by an employment contract and who contribute to the pension insurance scheme for non-manual workers. Foremen and overseers who carry out supervisory tasks, supervisory and administrative staff and technical and commercial staff are also included. Officials in state enterprises or local authority administrations are likewise considered to be non-manual workers.

The following are excluded:

- management staff, to the extent that they have general responsibility for the running of the company (for example the chairman or the managing director);
- staff who work exclusively or partially on a commission basis;
- trustee managers;
- apprentices bound to the company by a deed of apprenticeship;
- workers who were engaged or dismissed or who resigned during the reference period;
- members of the owner's family working in the enterprise.

Part-time workers

This means people whose regular working week/month is shorter than the standard working week/month in the enterprise. This definition covers all timetables, (for example half-day working, working a number of days in the month etc).

Gross earnings

This means remuneration in cash for which the employer is directly liable, paid regularly on each pay-day, before deduction of taxes and social security contributions payable by the employee and withheld by the employer, as well as fines.

Accordingly, all the following are included:

- wages and salaries paid (on a time basis, for piecework or for a specific task) for all hours worked, including payments (standard wage or salary and increases) for overtime, night work, work on Sundays and public holidays (shift work etc);
- paid leave, compensation for leave not taken and payments for public holidays;
- cost-of-living increases;
- bonuses and remuneration paid regularly each pay day, such as:
 - . production and productivity bonuses, paid on each pay day;
 - . bonuses or allowances for position, responsibility, regular attendance, seniority, dangerous dirty or arduous work, shift work and continuous working;
 - . allowances for meal breaks, food allowances, transport allowances etc;
- payments for days of enforced idleness to compensate for a reduced working week;
- dependant's allowances, paid on the basis of collective agreements or spontaneously.

The calculation of remuneration excludes:

- statutory family allowances;
- benefits in kind;
- bonuses, gratuities and profit-sharing payments which are not paid regularly for each payment period;
- allowances in the nature of reimbursement for expenses incurred by the manual worker on behalf of the employer (working clothes and tools, travel, extra bonuses for good work paid to fitters employed outdoors etc).

Working hours

The hours recorded are those which were actually paid during the reference month. These are normal working hours and overtime, Sunday-working and public-holiday working, night-time work and annual leave and sick leave. Short breaks at the workplace are not deducted from working hours.

11.2.3. METHODS

Statistical unit

The statistical unit is the enterprise or, in the case of large companies engaged in multiple activities, a local unit.

Sampling method

Between 1980 and 1988, the survey covered all enterprises with 10 or more employees, both in industry and in the distributive trades. In the case of banks and insurance companies the survey on earnings was exhaustive. From April 1988, the half-yearly survey is limited to banks and insurance companies (enumerated at 100 per cent) and to enterprises which pay wages and salaries which exceed the threshold for liability to contributions.

In 1988 for example, coverage was as follows:

banks:	159	enterprises	(13 223 employees)
insurance companies:	30	enterprises	(979 employees)
industry:	approx 200	enterprises	(sample of control enterprises including enterprises paying wages and salaries which exceed the threshold for liability to contributions.)

The repertoire of establishments is updated continually with the aid of the information obtained from the surveys and from the administrative files.

Calculation method

In the case of manual workers, the data for each local unit within a particular branch of activity are added together. These data are: gross total remuneration (remuneration paid for normal working hours and overtime) and hours actually paid (normal working hours, paid annual leave and overtime for the reference month). The average hourly earnings are calculated by dividing these figures by the total number of full- and part-time employees (part-time employees are those whose employment contract provides that they shall work either half-days or a few days a month). These figures are calculated separately for men and women.

The operations of adding up and dividing are then repeated in order to obtain data for classes and then divisions of activity in those branches of activity.

In the case of non-manual workers, average monthly earnings by group, class and division of activity are calculated by the same method: total gross remuneration is divided by the number of persons employed (part-time non-manual workers are excluded from these calculations).

As well as arithmetical checks, reliability tests are carried out by comparing the changes in earnings over time for each enterprise retroactively to October 1981, and by analysing the data supplied by the enterprises as compared with the data supplied by the other enterprises in the NACE groups or sub-groups.

Treatment of non-responses

No adjustments are made for non-responses, but some enterprises which do not reply are estimated on the basis of similar enterprises.

The response rate is approximately 93%.

11.2.4. QUESTIONNAIRE

The questionnaire records information by sex for manual and non-manual workers separately, distinguishing full-time staff from part-time staff. The data recorded cover: the number of persons in these categories, gross remuneration paid for normal working hours, normal working hours plus annual leave, gross remuneration paid for overtime, the number of hours of overtime, total gross remuneration for hours actually paid and the total number of hours actually paid.

11.2.5. AVAILABLE SERIES

The main data published on the basis of the harmonized half-yearly earnings survey are:

- gross hourly average earnings of manual workers by branch of activity and by sex;
- gross monthly average earnings of non-manual workers by branch of activity and by sex (results available from 1973 on).

These data represent only part of the information obtained through the survey.

Other information, such as the breakdown of remuneration into basic remuneration, overtime etc, the number of standard or extra hours, may also be obtained from this survey. In addition, all the above data are available in the form of a breakdown of employees into full-time and part-time.

11.3. SOCIAL SECURITY ADMINISTRATIVE FILES

The administrative files of the social security authorities can be used to cover all employees in the social security scheme.

Several categories of employees are covered by these files, viz.:

- manual and non-manual workers in the private sector;
- government employees and civil servants;
- municipal employees;
- railway workers.

The data on wages and salaries given to Eurostat come from the processing of the information on manual and non-manual workers in the private sector.

This information corresponds to the registers of wages and salaries for April and October supplied to the social security authorities.

11.3.1. COVERAGE OF ALL THE SOCIAL SECURITY ADMINISTRATIVE FILES

The administrative files of the social security authorities can be used to obtain information on earnings in all sectors of the economy.

The information from these files is classified according to NACE.

In 1988, for example, the coverage was as follows:

Industry:	1.629	local units	(53.965 employees)
Wholesale and retail trade:	2.743	enterprises	(20.494 employees)

11.3.2. DEFINITIONS

The definitions used in the two sources (half-yearly survey and administrative files) are not completely identical. However, this has hardly any effect on the results. The break in the series as from 1988 is due mainly to changing the basis (enterprises employing ten persons or more/enterprises with at least one employee).

Manual workers / non-manual workers

The definitions of manual and non-manual workers used in the administrative files are the same as for the half-yearly survey, these occupational categories being defined by the insurance/pension scheme concerned.

The following workers are excluded:

- apprentices;
- employees who were engaged or who ceased work during the reference month through redundancy or dismissal;
- part-time non-manual workers (part-time manual workers are included however);
- family workers in the enterprise.

Gross earnings

Gross earnings comprise the following:

- net remuneration paid;
- equivalent of remuneration paid in kind (meals, accommodation, goods etc);
- income tax;
- employee's share of social security contributions (health insurance and retirement pension).

Gross earnings to be declared also includes leave payments for the month concerned.

The calculation for gross earnings does not include extraordinary payments made in addition to the normal wage/salary during the month concerned (e.g. annual gratuities, end-of-year bonus or holiday bonus).

Hours of work

This means total hours actually worked (standard and overtime) and the hours corresponding to leave taken.

11.3.3. METHODS

Statistical unit

The statistical unit is the local unit or enterprise, depending on which of these sends returns on its workers to the social security authorities.

Each local unit or enterprise must supply information on wages and working hours for all its workers.

Sampling method

By using the administrative files of the social security authorities all enterprises with at least one employee are included in the sample.

Calculation method

The method of calculation is identical to that of the half-yearly survey. Part time manual workers are included in the calculations of average earnings, but part time non manual workers are excluded.

Treatment of non-responses

Since these are administrative files there is no non response.

11.3.4. QUESTIONNAIRE

A social security form includes the name of the insured person, type of employment (manual worker, non-manual worker, municipal employee, etc) and sex. The administrative number of the insured person reveals the date of birth of the employee. The employer's administrative number shows the sector of activity.

For the reference month, the following information is required:

- gross wage or salary;
- hours worked (total hours actually worked and hours corresponding to leave taken);
- hours corresponding to unemployment as a result of bad weather conditions, or paid short-term economic unemployment during the reference months;
- gratuities and bonuses: total gross extraordinary payments made in addition to the normal salary/wage during the reference month (e.g. annual gratuities, end-of-year bonus or holiday bonus);
- unemployment benefits (a distinction being made between for compensation for bad weather conditions in winter and compensation for short term economic unemployment);
- whether the insured person was unable to work during the month, owing to illness.

1.3.5. AVAILABLE SERIES

The following series are available:

- gross average hourly earnings of manual workers by branch of activity and by sex;
- gross average monthly earnings of non-manual workers by branch of activity and by sex.

Chapter 12 - NETHERLANDS

12.1. INTRODUCTION

Since 1984, the «Centraal Bureau voor de Statistiek» (CBS) has conducted an annual survey of earnings replacing the half-yearly surveys (1), to be more in line with the aims of surveys of this kind, which are basically designed to give an overall picture of the structure of employment and earnings in the different branches of activity. The annual survey provides data on earnings and hours of work in October and on a annual basis while the former half-yearly surveys covered earnings and hours of work in April and October only. As a result of the new provisions on reducing hours of work, which in practice mean extra days of leave, the number of hours worked per week cannot always be equated with the component «hours of work» used in the analysis of pay level. Information on extra days leave is available but, up to now, not expressed in the weekly hours of work.

The half-yearly surveys did not give a full insight into wage/salary variations either. The discrepancies in for example, holiday or other bonuses mean that annual earnings give a better picture of the differences in levels of pay than monthly or weekly earnings.

12.2. COVERAGE

The survey covers employees of all establishments, institutions and other professional bodies from all sectors of activity in the Netherlands (2). Staff of embassies, consulates, international organisations and domestic staff paid by private households, along with persons on military service and persons in protected positions of work are excluded.

The survey is carried out on the basis of the classification by type of economic activity laid down by the «Centraal Bureau voor de Statistiek». In the present version - namely the «Standaardbedrijfsindeling 1974» - all economic activities are broken down into sectors of activity, classes of activity groups and subgroups of activity. To meet Eurostat requirements, this nomenclature is converted to the NACE.

(1) In 1991 the annual survey of earnings (Jaarlyks loononderzoek) and the annual survey on employment (Statistiek Workzame personen) were merged into a single survey on the working population and earnings (Hetjaarlyks onderzoek naar werkgelegenheid en lonen).

(2) In the former half-yearly survey on wages the sector of activity «Agriculture and Fishing» was not included. Up to 1984, separate surveys were carried out for agriculture and horticulture. They were abandoned when the annual survey on earnings began.

12.3. DEFINITIONS

The annual survey of earnings covers almost all persons in paid employment. However, the following categories are excluded when calculating hours of work and average earnings:

- company managers and directors;
- persons who were engaged or left their job during the reference period (which effectively means the month of October);
- persons working under an apprenticeship contract (excluding student nurses);
- family workers;
- home workers;
- persons whose gross fixed earnings (for complete days) are over Hfl 12.750 per month (in 1989). This category is, however, included in the frequency distributions by category of earnings; it forms part of the highest category, which it should be remembered, is open-ended;
- persons on sick leave or reduced pay.

Manual workers

Persons directly involved in the production process, including maintenance and transport staff, warehousmen, etc. (see codes 14 to 16, 18, and 20 to 23 of the annex).

Non-manual workers

This category includes managerial, supervisory, administrative, commercial, sales and nursing staff (see codes 10 to 13, 17, 19 and 51 to 59 of the annex).

Full-time / part-time workers

A distinction is made between full-time workers, part-time workers and stand-by workers:

- Full-time workers are defined as those who work complete days at an establishment throughout the week, excluding stand-by workers;
- Part-time workers are defined as those who do not work complete days or do not work throughout the week, but have agreed fixed hours of work, excluding stand-by workers;
- Stand-by workers are workers who have no permanent contract but who are on stand by to work when requested to do so; also workers with no agreed fixed hours of work and temporary staff.

Gross earnings

Gross earnings comprise the salary/wage before deduction of contributions to the pension and social security schemes, taxes and contributions under the laws on old age pensions and the protection of widows and orphans (AOW/AWW). The figures for gross hourly/monthly earnings relate to the month of October. In addition to the pay based on hours worked or output, it also includes:

- time rates, merit pay;
- supplements and bonuses for overtime, shift work or irregular hours;
- commissions;
- payment for travelling time;
- the normal payments which the worker/employee continues to receive during days of leave, public holidays or short-term absences;

- «short-time» wages/salaries;
- wages/salaries paid in the event of sickness or accident, provided the gross amount continues to be paid in full;
- rent compensation.

If commissions, piece-work bonuses or other payments are paid systematically with each wage or salary, the proportion corresponding to the period in question must be included in the declared earnings.

Gross earnings do not include:

- employer's contribution to health insurance;
- holiday bonuses;
- performance-linked payments, incentive pay, profit-sharing or asset-formation payments (when they are paid on an irregular basis);
- payments to cover transport costs, tools and working clothes, use of private car, etc;
- interest subsidies on amounts borrowed from the employer;
- advances and back pay;
- other incidental or occasional payments;
- payments and/or supplements paid in the event of sickness, accident or reduced hours of work unless the employer continues to pay the entire gross wage/salary.

Gross annual earnings (including and excluding earnings paid on a irregular basis)

They are defined as the gross earnings (on which social security contributions are based) plus employers' contributions to pension and voluntary early retirement (VUT) schemes; in the public sector, it is the wage/salary before deductions and contributions under the AOW (General Old Age Pension Law) excluding the employers' medical insurance contribution. Annual earnings include a number of irregular payments such as:

- holiday bonuses;
- performance-linked payments, incentive pay, profit-sharing, etc.

These irregularly paid components are measured separately (in one component). Special payments subject only to the deduction of income tax and contributions (e.g., officials' provisional allowance) are not included in gross annual earnings. Corrections are applied for incomplete annual wages, for example non-payment due to illness.

Net earnings

Net wages are inferred from the gross wages using supplementary data (for example about the wage-tax withholding-rates) and using the individual tax rate-group, collected in this survey. The net wage of individual wage-earners calculated in this way do not always correspond with the (net) wages the employees actually receive, because net wages (or net income) also depend on specific and private circumstances such as tax-deductible mortgage interest.

Weekly hours of work and overtime

This comprises the normal hours of work per week plus any overtime or, if there are no agreed hours of work, the number of hours actually worked per week. Reduction in hours of work in the form of extra days of leave are not included in the weekly hours of work. They are, like the vacation-days, measured separately on an annual basis.

«Overtime» is defined as hours worked in excess of the normal weekly hours of work and for which payment is made in full. Hours outside normal working hours but forming part of the contractual working hours («staggered hours») are not regarded as overtime. The same is true of hours for which compensatory leave is granted, paid travelling time and hours on standby duty.

12.4. METHODS

Statistical unit

The Annual Earnings Survey is an establishment survey, collecting data from companies and institutions in all economic activities.

The unit surveyed is the establishment and the statistical unit is the wage/salary earner.

Sampling method

A two-stage sampling method is used for the annual survey of earnings.

The first stage involves extracting a sample from the address file of the CBS General Business Register (GBR). For this purpose, establishments are first of all stratified by economic activity and size class. Establishments are retained in the sample in the subsequent year, except if they change size class or economic activity.

An additional sample of new enterprises in each of the strata is selected each year. All establishments employing 100 persons and over are observed, while between 5% and 50% of the smaller establishments are sampled depending on size.

The selection of a sample of wage/salary earners within each establishment forms the second stage of the sample design. Establishments employing fewer than 20 persons must provide the required information for their entire staff, while between 5% and 50% of the staff are observed in the case of larger establishments. The sampling rate is determined on the basis of the variance of the earnings data obtained from the results of the previous surveys.

Establishments receive instructions for selecting the sample of employees together with the questionnaire. They are first of all asked to arrange all their personnel in alphabetical order and then to select the sample by starting with the letter D and continuing down the list until the requisite number has been reached.

The sampling plan shown below indicates the coverage of establishments and wage/salary earners in the survey.

For the calculation of earnings for Eurostat only the establishments with ten and more employees are concerned.

Sampling plan

Staff per establishment or institution (wage/salary earners)	Sampling rate establishments and institutions (%)	Sampling rate-wage/salary- earners per establishment or institution (%)
1 - 9 earners	5	100
10 - 19 earners	15	50 or 100
20 - 49 earners	15	generally 20, 25 or 50
50 - 99 earners	37	generally 10, 20 or 25
100 - 199 earners	100	generally 5 to 15
200 - 499 earners	100	generally 5 to 15
> 500 earners	100	generally 5 to 10

A total of some 22 500 units (about 10% of the total number of units) and 320 000 workers/employees (about 6.7% of the total number of wage/salary earners) were involved in the survey in 1989.

Calculation method

In order to determine the results for the entire population, the data obtained are extrapolated by applying two coefficients, i.e.:

- coefficient I: to convert from the sample to the entire staff of the establishment; this coefficient is equal to the total staff of the establishment divided by the number of staff in the sample;
- coefficient II: to convert from the establishment covered to the total number of establishments in the sampling cell. It is determined by dividing the total number of establishments in the cell (including non responses) by the number of establishments which replied. For establishments employing 500 or more employees, this coefficient is always equal to 1.

By multiplying the individual values observed by the product of the two coefficients mentioned above, earnings and hours worked can be estimated for the entire population of wage/salary earners in each cell. The survey results are drawn up on the basis of these extrapolations. Thus to calculate the average weekly earnings of a given category of wage/salary earner, the total weekly earnings (estimate for entire population) of this category are divided by the number of persons in the category (estimate for the entire population). The average hourly earnings are equal to the sum of weekly earnings divided by the total hours worked.

For wage/salary earners not receiving full pay in October, the wage/salary which they would have been paid had they not been ill is estimated on the basis of data relating to the remuneration withheld (partially) by the employer. Likewise the corresponding number of hours is taken into account.

Treatment of non-responses

There is no adjustment for non-response. The number of non-responses is kept to a minimum by a high level of reminders. As a rule, the participation rate is over 85% (establishments).

April-figures and updating

The Annual Earning Survey does not provide data on earnings and hours of work in April. To meet Eurostat's requirements, figures for the month of April and provisional updates are estimated with the help of the Quarterly Earnings Survey. This survey started in 1987 and its design is comparable with that of the Annual Earnings Survey. Thus, as in the annual survey, the statistical unit in the quarterly survey is the wage/salary earner.

However the sample is much smaller (3 500 establishments and 27 000 workers) and the questionnaire used is less complex. As a consequence the output from this survey has to be much more aggregated than that of the Annual Earnings Survey. Data based on the Quarterly Earnings Survey are available with a time-lag of about four months.

12.5. QUESTIONNAIRE

The questionnaire consists of two parts:

- a) **Form A** contains general questions on the unit (establishment, institution). The main questions are:
 - overall number of employees;

- number of full-time, part-time and stand-by employees;
 - normal weekly hours of work for the full-time employees;
 - sector in which most employees work; three sectors are distinguished:
 - . the private sector,
 - . the public sector,
 - . the subsidized sector.
 - economic activity;
 - collective agreements applicable to most employees;
 - reduced working hours and early retirement.
- b) Form B contains questions on employee-characteristics and earnings. The main questions are:
- day, month, and year of birth of the employee;
 - sex and legal status;
 - category: employee classification according to activity (see annex);
 - seniority: the number of years that the employee works in the company;
 - remuneration period: does the employee receive his regular wage every week, every four weeks, every month;
 - working time: normal weekly work hours, overtime per week, number of vacation days, number of days-off guaranteed in the context of reduced working hours;
 - hours not remunerated or partially remunerated;
 - type of schedule: regular/irregular/shift work;
 - overtime earnings;
 - gross earnings including overtime earnings.

The questionnaires are distributed in October. The companies are requested to return form A within 14 days. Form B is to be returned after the end of the calendar year.

12.6. AVAILABLE SERIES

Part of the available series from the survey is published in the form of tables. The list below details the main series published:

- gross hourly earnings by type of employment, sector and economic activity;
- gross and net earnings and hours of work of full-time employees by sector and economic activity;
- gross and net earnings and hours of work of full-time employees by sex and age;
- gross earnings and hours of work of full-time employees by size of establishment;
- distribution of full-time employees by economic activity and gross earnings per year.

Further non-published information is nonetheless available. A schematic representation of all available data is published annually.

The data, collected within the framework of the Annual Earnings Survey, are used to compile some derived series. The most important ones are:

- numbers of workers with a minimum wage;
- development of wages/salaries not covered by collective agreements compared with the development of basic wages, laid down in the collective agreements.

ANNEX: Classification by training

CODES		
	Not university graduates	University graduates
- Nursing, para-medical and training staff in hospitals and old people's homes (codes 412, 413 and 414 on the scale of the «National Ziekenhuisinstituut»)	10	---
- Social (socio-pedagogical) workers	11	51
- Teachers.....	12	52
- Shop employees, particularly sales assistants, packers and cashiers (managers are included under code 19).....	13	---
- Transport workers, excluding higher and middle ranks (e.g. ship's officers), who must be classified under codes 19 or 59	14	59
- Warehousing and despatch workers.....	15	---
- Dockers.....	16	---
- Line employees.....	17	57
- Production, maintenance and cleaning staff, casual labour in agriculture and horticulture (for permanent labour, cf codes 20 à 23 below) and other staff not included under codes 14, 15 and 16.....	18	---
- Administrative, commercial and medical staff (not included in any of the above categories), skilled and highly-skilled technical staff, Horeca service staff, supervisory staff, etc.....	19	59
- Permanent labour in agriculture (for casual labour, cf code 18)		
principally involved in stock and poultry farming		
a. experienced, skilled, supervisory, etc.	20	---
b. unskilled	21	---
principally involved in other agricultural and horticultural activities		
a. experienced, skilled, supervisory, etc.	22	---
b. unskilled	23	---

Chapter 13 - PORTUGAL

13.1. INTRODUCTION

The series on hourly average earnings of manual and non-manual workers, which have formed part of the harmonized statistics on wages and salaries since 1980, are based on three different sources.

- Between 1980 and 1984 the data were taken from the monthly surveys conducted by the industrial statistics sector. These data covered the whole of industry (except for construction and civil engineering), which was broken down in accordance with the two-digit NACE codes.

Hourly average earnings are obtained by dividing total remuneration received during the month concerned by total hours actually worked during the same period.

- As from 1984 the INE started to conduct a series of surveys using the methodology for the harmonized surveys on wages and salaries covering, as well as the above-mentioned sectors, banking and insurance (since 1981) and the hotel trade.

Hourly earnings continued to be calculated on the basis of total hours actually worked during the month, which information was obtained through the survey itself.

- As from the first half of 1989 the INE has delegated the responsibility for carrying out harmonized surveys on earnings to the statistical department of the Ministry of Employment and Social Security (DEMESS). At this stage the sample and the questionnaire itself were altered. The survey methodology was not changed, except in the case of hours, the criterion now being hours paid rather than hours worked during the month.

These surveys have been extended to all sectors of activity: building and civil engineering, distribution, transport and communications, hotels and restaurants, real estate and business services. The reference months are April and October, except for restaurants and hotels, on which they are conducted in January and July.

In view of these changes, new series had to be established, for both monthly average earnings of non-manual workers and also hourly average earnings of manual workers.

Once a series had been compiled using the same methodology for the period 1984-1988 the data since 1980 could simply be obtained retrospectively. Thus the variation observed for the preceding series was applied to the period 1984-1989. For the period 1980-1983 a new series was compiled which takes account of the weight of the small businesses, which had not been properly represented.

13.2. COVERAGE

The survey on earnings covers all establishments of all sectors of the economy except for:

- agriculture, hunting, forestry and fisheries;
- general government and national defence;
- international organizations;
- domestic services.

To collect the data the «Classificação das Actividades - CAE 1973» (Activity classification) is used, which follows «ISIC 1969». To convert these data to NACE classifications, a CAE -> NACE equivalence table is used.

13.3. DEFINITIONS

The survey on earnings covers the «trabalhadores por contra de outrem» (TCO), i.e. employees with an employment contract with the enterprise during the reference period, whether full-time or part-time.

This includes:

- employees temporarily absent during the reference period who are on holiday, on maternity leave, taking part in industrial action or on a training course;
- employees who are absent because of illness or industrial accident, for a period of one month or less.

It does not include:

- employees doing their military service;
- employees on unpaid leave on public service;
- employees who are absent through illness or an accident at work for a period of longer than one month;
- home workers and family workers;
- staff working exclusively on commission;
- management staff, if they have no established basic salary;
- owners of individual enterprises with the legal form of a company.

Full-time / part-time employees

«Full-time employees» means employees who work for the standard working hours in the establishment for the occupational category concerned. «Part-time employees» means employees who work for a shorter period than standard working hours.

Manual workers

«Manual workers» means employees engaged in mainly manual work and who have an employment contract with the enterprise.

Charge hands, foremen, supervisors and works' managers are excluded, even if their work is identical to that performed by the workers under them.

Non-manual workers

«Non-manual workers» means employees with an employment contract with an enterprise who are not included in manual workers, i.e. charge hands and works' managers, office staff, foremen, middle and senior management, senior technical staff, commercial staff, etc.

Managers

«Managers» means the persons who determine the general policy of the enterprise, such as the chairman, the managing director, members of the board and of the works council, for whom a basic salary has been established.

In public enterprises, the survey covers only employees who have an employment contract with the enterprise.

In all enterprises, both public and private, persons not receiving a basic wage or salary should be excluded, even though they perform the above functions.

Apprentices

Apprentices are employees who are acquiring technical/vocational knowledge under the supervision of specialist employees which will enable them to perform a function concerned with administration, production or some other field.

Average number of employees

This is the monthly average of the total number of persons in employment on each day of the month.

For example:

If during March 1989 the establishment had 10 employees in employment for the first 20 days and only 8 for the remaining 11 days, the average number of employees during the month would be calculated as follows:

$$\frac{(20 \times 10) + (11 \times 8)}{31} = 9$$

i.e. average number of employees during the month = 9.

Gross earnings

This consists of the gross earnings (before any deductions) in cash and/or kind paid monthly and regularly in respect of hours worked or work performed, and also payment for hours paid but not worked, such as leave, public holidays and justified absences which do not involve loss of remuneration.

This includes:

- basic wage/salary;
- benefits in kind, when they form an integral part of the basic wage/salary;
- subsistence, housing and travel allowances;
- increments or bonuses for seniority;
- bonuses for productivity and regular attendance;
- allowances for special duties and responsibilities;

- allowances for shiftwork and nightwork, and for arduous, hazardous or dirty work;
- overtime payments.

It does not include:

- allowances for leave, Christmas and Easter;
- retrospective payments, gratuities, fees and other payments as reimbursement;
- family allowances;
- benefits in kind, for food, beverages, fuel or accommodation, when they do not form an integral part of the basic wage/salary;
- other payments which are not made each month.

Working hours

The number of hours must correspond to the total remuneration entered. The calculation includes all the hours for which an employee has received remuneration, even if he has not worked, i.e. for leave, public holidays and justified absences.

The number of hours must also include overtime, regardless of the rate of extra pay, i.e. if one hour of overtime is paid at double the normal rate it counts as one hour, not two.

13.4. METHODS

Statistical unit

The statistical unit is the enterprise for the following sectors of economic activity:

- electricity, gas and water;
- construction and public works;
- wholesale and retail distribution, restaurants and hotels;
- restaurants and hotels;
- transport, warehousing and communications;
- banking and insurance;
- property and business services.

The establishment is the statistical unit for all the other sectors covered by this survey.

The concept of an enterprise includes all public and private enterprises, cooperatives and all non-profit organizations whose employees are in a social security scheme or have a collective labour agreement. Public institutions are excluded.

«Establishment» means a local unit of the enterprise which is engaged exclusively or mainly in a single type of economic activity.

Sampling method

The sample is taken from a file originating from the administrative source «Quadros de Pessoal 1987». Establishments and enterprises are stratified by NUTS II level, by size (based on the number of persons) and by sector of economic activity. The disaggregation of the sectors varies depending on the requirements involved in establishing an equivalence table with NACE. The sample covers approximately 9 500 units representing approximately 800 000 employees. The distribution of the sample has been made using the method of distribution proportional to the square root of the total number of persons employed.

Size class (number of persons)	Approximate sampling fraction (%)
1 - 4	3,6
5 - 9	7,5
10 - 49	12
50 - 99	39
100 - 199	61
200 and over	100

Calculation method

Hourly average wage of manual workers: for each basic unit in the sample the total gross remuneration (for standard hours, including public holidays and leave, and for overtime) paid to the workers considered to be full-time is known. The total number of hours remunerated (standard working hours, public holidays, leave and overtime) in respect of full-time workers is also known.

Weightings are applied to these values. The hourly average wage for workers in each unit in the sample is obtained by dividing the total gross remuneration of the workers considered to be working full-time by the total number of remunerated hours worked by full-time workers.

The values corresponding to the economic activity or set of activities are obtained by successive aggregation and division.

Monthly average salary of non-manual workers: the weighting method used is identical to that described for manual workers, although the values used in this case are the total monthly remuneration (for standard working hours, including public holidays and leave, and overtime) paid to employees considered to be working full-time and the average number of employees considered to be working full-time during the month.

Treatment of non-responses

If an enterprise or an establishment does not reply to the survey but is still in business, it is deemed to have replied and to have stated values which are equal to the average of all the replies within the same NUTS level, CAE and size-class. In the case of large enterprises (200 employees or more) an effort should be made to obtain a reply.

The non-response rate is of the order of 30%.

13.5. QUESTIONNAIRE

The information requested relates to the reference months. The questionnaire collects data by occupational category (management, non-manual workers, manual workers and apprentices) and by sex, and shows the following information separately for full-time and part-time workers:

- average number of employees;
- total remuneration paid;
- total hours paid.

13.6. AVAILABLE SERIES

The main published data are:

- monthly average earnings for each category of employee;
- hourly average earnings for full-time manual workers.

However, some data are not published, but are available in tabular form:

- hourly average earnings for each category of employee;
- weekly average paid hours of work for each category of employee;
- monthly average paid hours of work for each category of employee.

The data on hourly average earnings and hours of work may be presented showing full-time and part-time separately.

Chapter 14 - UNITED KINGDOM

14.1. INTRODUCTION

From 1980 to 1990 harmonized statistics on earnings have been obtained from two different sources in the United Kingdom: the statistics for manual workers are derived from a survey carried out in October each year and those for non-manual employees from an inquiry called the «New Earnings Survey» (NES), which takes place in April. Both these surveys are carried out by the Statistical Services Division of the Department of Employment. Data for the intermediate periods, i.e. April for manual workers and October for non manual employees, are prepared on the basis of the change in the monthly index of average earnings derived from a separate survey.

Before 1980 harmonized statistics on earnings of manual and non-manual workers came from the same source: the October survey. Since 1980 this survey has been limited to manual workers as the Department of Employment regards the «New Earnings Survey» as the major source of data on the earnings of employees. As of 1991 the statistics to Eurostat for both manual and non-manual employees are provided from the New Earnings Survey since this gives consistency between the series and with other earnings' data published for the United Kingdom. It will also permit coverage to be extended to sectors not currently included in the harmonized statistics. Part of this change over exercise will be to provide manual workers' earnings for past years from the NES.

Therefore the methodology of the NES presented below will apply to both manual and non-manual workers.

14.2. THE OCTOBER SURVEY OF EARNINGS AND HOURS OF MANUAL EMPLOYEES

14.2.1. COVERAGE

The field of inquiry covers establishments of 11 or more employees in the manufacturing industry, construction, mines and quarries (excluding coal mines), production and distribution of gas, electricity and water and the majority of transport and communication services. Data on earnings in agriculture and coal-mining are obtained from the Ministry of Agriculture and British Coal respectively in accordance with procedures which are not strictly comparable with those used for the main October survey.

Up to and including 1982 the nomenclature used for these activities was the United Kingdom's Standard Industrial Classification (SIC), from which the Minimum List Heading (MLH) is taken. An approximate conversion was carried out to align this as closely as possible with the NACE (mainly by introducing three-digit headings in the SIC nomenclature). From 1983, the revised industrial classification (SIC 80) was adopted permitting still closer alignment.

This survey was carried out for the last time in October 1990. The New Earnings Survey is the recommended source for all data on manual employees' earnings from that date.

14.2.2. DEFINITIONS

Manual workers

This covers manual workers engaged in production and maintenance and foremen (except works' and other higher level foremen), apprentices, workers in transport services, warehouse workers and restaurant personnel (provided they are employed by the company concerned). Employees in the Youth Training Scheme are included. However, those in the Youth Training Scheme without a contract of employment are excluded.

Manual workers do not include: administrative and technical personnel, office workers and other non-manual workers, commercial representatives, retail personnel, home workers, and restaurant personnel engaged by workers themselves or by independent third parties.

Gross earnings

Gross wages (i.e. before any deduction of taxes or National Insurance contributions) comprise all the remuneration paid to workers for any work carried out during the reference week, including pay for overtime, shift work, night work, Sunday work and production bonuses and the like. For periodic bonuses, even non-contractual ones (e.g. monthly bonuses for workers paid weekly), the sum corresponding to the weekly proportion is included in the wage stated. If the value of the bonuses for the current period is not yet known, it is estimated on the basis of a preceding period. The remuneration taken into account is that due for the period under consideration, irrespective of when it is paid. However, payments received for work carried out previously are not recorded.

No deduction is made from the gross earnings of employees under the Youth Training Scheme in respect of amounts receivable from central government.

Gross wages do not include payment for short-time work, reimbursement of expenses by the employer, redundancy payments, holiday and sick pay (where practicable).

Working hours

The working hours correspond to the wages paid. They comprise the hours worked for which remuneration is paid, including overtime which is actually carried out (and not, therefore, notional hours), and hours which are not worked but for which the company has paid the guaranteed wage. It also includes hours paid by the employer for training and an estimated number of hours for workers whose pay is not linked to a specific number of hours.

Working hours do not include hours paid for during a period of short-time work. Breaks from work for the main meals, and all unpaid absences (sickness, holidays) are also excluded unless the pay for these periods was included in the wages paid.

14.2.3. METHODS

Inquiry unit

The inquiry unit is the establishment.

Sampling method

The October survey is conducted on a voluntary basis among employers. In October 1989, approximately 9,800 establishments with almost 2,2 million manual workers returned the questionnaires received from the Department of Employment; this number represents approximately 78% of the establishments contacted and covers more than a third of the workers in manufacturing industry, a quarter of those employed in construction and over three quarters of the manual workers in the gas, electricity and water sectors.

For establishments in Great Britain with fewer than 100 manual workers, the sampling fractions are as follows: 1/8 for those employing 11-24 workers, 1/4 for those employing 25-49 workers, and 1/2 for those employing 50-99 workers.

In Northern Ireland all establishments employing more than 10 workers are invited to take part in the survey.

The sampling units provide data for all the personnel covered by the company employed in the company covered by the survey.

Calculation method

The reference period is the first week in October (in October 1990, the instructions specified that the week had to include 3 October). If the establishment's activities are interrupted during the course of this week on account of public holidays, labour disputes or for any other reason, the closest normal week is taken instead.

The data recorded in the questionnaire allow the following items to be calculated:

$$\text{Average weekly wage} = \frac{(\text{total wages paid during the week})}{(\text{number of persons employed during the week})}$$

$$\text{Average number of hours worked/week} = \frac{(\text{total number of hours worked during the week})}{(\text{number of persons employed during the week})}$$

$$\text{Average hourly earnings} = \frac{(\text{total wages paid during the week})}{(\text{total number of hours worked during the week})}$$

These calculations concern only full-time manual workers.

Data are aggregated at the three-digit level of the «Standard Industrial Classification» (SIC).

At the two-digit level of the nomenclatures (SIC and NACE for the Community) the averages are weighted with coefficients representing the total estimated number of manual workers taken both from a current survey of employment and the New Earnings Survey.

On only two occasions, 1938 and 1960, have data for individual employees been gathered in the October survey so that the distribution of earnings could be assessed and dispersion coefficients calculated.

Treatment of non-response

There is no adjustment for non-response. Where sampling fractions are used, data are grossed up.

Method of interpolating the results for Eurostat

The October survey provides average hourly earnings for all male and female full-time manual workers.

To prepare estimates on changes which have occurred between October and April, an index of the change in average earnings is used. This index is calculated from the results of a monthly sample survey of employees (manual workers and non-manual staff, male and female, employed full-time and part-time) in industry and services.

Interpolation of the April data is carried out in the following way:

Let Y1 and Y2 be the average hourly earnings for two October surveys, X1 and X2 the indices for the periods taken from the above monthly survey, and X* the monthly index for April between the two October surveys.

If only the results for the first October survey are available, the hourly earnings in April would be determined provisionally in the following manner:

$$Y1 + \left\{ \frac{Y1 \times (X^* - X1)}{X1} \right\}$$

If the results for both October surveys are known, the hourly earnings for April are determined as follows:

$$Y1 + \left\{ \frac{(X^* - X1) \times (Y2 - Y1)}{(X2 - X1)} \right\}$$

The relationship between the wages in April and October is assumed to be identical for all industries.

14.2.4. QUESTIONNAIRE

The questionnaire on manual workers distinguishes between personnel employed on a full-time basis (i.e. more than 30 hours per week) and on a part-time basis (less than 30 hours per week).

In these categories, the questionnaire records the total number of workers, total remuneration and the total number of hours worked, by sex and wage rate. The wage rates are broken down into rates for adults and young people. The former do not vary as a function of the worker's age (but do on the basis of seniority, merit, etc) and the latter are applicable to young workers before they receive a full adult wage.

In its present form the questionnaire eliminates the effect of workers employed on short-time, although some of those employed full-time did not work the full week owing to ill health or for other reasons (e.g. voluntary absenteeism). For 1981 to 1988 establishments were asked to provide separate data on the number, earnings and hours of work of part-time workers. The low incidence of part-time work (0.2% of workers surveyed in 1988) made it possible to introduce a simplified questionnaire in which, in 1989, employers were asked to provide data on the most recent normal week's pay of those working half-time.

14.2.5. AVAILABLE SERIES

The following information is available:

Information on staff, earnings and hours of work:

- number of manual workers,
- total wages paid per week,
- total number of hours worked per week.

Structural information:

- sex,
- full-time and part-time,
- industrial group,
- region.

14.3. APRIL SURVEY: NEW EARNINGS SURVEY

The New Earnings Survey is a sample survey of the earnings of employees in employment in Great Britain carried out by the Department of Employment under the Statistics of Trade Act, 1947. This survey covers employees in all occupations in all types and sizes of businesses in all industries.

The main purpose of these surveys is to obtain information once each year on the levels, distribution and make-up of employees' earnings in the various occupations, industries and major wage-negotiating groups. They are the department's only regular source of separate earnings statistics for many groups of manual and non-manual workers, particularly in service industries.

Data are collected on the basis of the revised industrial classification - SIC 80 (cf. point 14.2.1.)

14.3.1. COVERAGE

The survey covers all employees in employment in Great Britain (a similar survey is conducted in Northern Ireland).

The coverage of the NES sample depends essentially on the coverage of the tax records. People earning below the income tax threshold do not generally have such records, and so the sample's coverage of people with very low weekly earnings - mostly part-time employees - is far from complete. In addition, the tax records are sure to be out of date to some extent, for example because of labour turnover, which will reduce the achieved sample size. Both of these problems are lessened if the sample is identified using information provided directly by employers.

14.3.2. DEFINITIONS

Manual workers / non-manual workers

A worker is classed as a non-manual or a manual worker according to his or her occupation. Following normal practice, those described as trainees in their job title or description have been classified under the occupations for which they were being trained. The following workers are excluded:

- employees in private domestic service;
- persons working for their spouses;
- employees employed outside Great Britain;
- non-salaried directors;

- HM forces;
- young employees working in the Youth Training Scheme without a contract of employment.

Absent workers are, in principle, excluded.

Full-time / part-time workers

Full-time workers are those employed 30 hours or more per week or those for whom the normal basic hours are treated as full-time by the employer.

Part-time workers are defined as those who work less than 30 hours per week.

Gross earnings

Comprises the total earnings of the employee for the survey pay-period, as reported by the employer, before any statutory or other deductions. This includes all payments related to that period regardless of when particular payments within the total were made or whether they were all paid at the same time. Where bonuses or similar payments are not paid in each pay-period, the proportionate amount for one pay-period is based on the last payment, or next payment if known (for example, one-third of a quarterly bonus for a monthly pay-period or one-quarter of a monthly bonus for a weekly pay-period).

They exclude:

- payments which were paid during this period but which related to another period; for example arrears, advances or pay for holidays outside this period or sick pay for sickness absence outside this period;
- reimbursement or payments for travelling, subsistence and similar expenses incurred in carrying out the employer's business;
- tips or gratuities received by the employee but not shown in the employer's pay records;
- the value of benefits in kind provided by the employer for the employee is generally not included.

Exceptionally, for those agricultural, catering and other workers whose employers provided accommodation, meals, etc, for which reckonable values for pay purposes are laid down in the Wages Orders, their employers were asked to include these amounts in the total gross earnings, but these amounts were not reported separately.

Total weekly hours

It is the sum of the normal basic hours of an employee whose pay for the pay-period was not affected by absence and the overtime hours for which the employee received overtime pay, per week in the pay-period.

14.3.3. METHODS

Statistical unit

The statistical unit is the employee.

Sampling method

The survey is based on a one per cent random sample of employees selected in a completely impersonal way.

Those selected are representative of all categories of employees in all occupations, both manual and non-manual, in businesses of all kinds and sizes in all industries, who are members of pay-as-you-earn (PAYE) schemes for purposes of income tax.

The sample each year comprises those whose National Insurance numbers end with a specified pair of digits. The same pair of digits is specified a second time so there is a substantial overlap between the samples for the two surveys. Those individuals for whom completed questionnaires were received in successive years' surveys are said to form a matched sample. More reliable estimates of changes in average earnings between two surveys are obtained when there is a large overlap because the margins of error attributable to sampling are reduced.

Two methods are used to identify the employees in the survey sample and their current employers. About three-quarters of the sample was identified from lists supplied by Inland Revenue (the tax authorities) containing the selected National Insurance numbers, the names and addresses of the employers concerned and, for ease of identification for employers, the names of the individual employees. The information is taken from Inland Revenue records relating to employees covered by pay-as-you earn (PAYE) schemes shortly before the beginning of the financial year.

The remaining quarter of the sample was obtained from lists supplied by organisations in both the public and private sectors of all their employees with the appropriate National Insurance numbers (regardless of whether they pay income tax).

The sample is essentially the same as that produced by Inland Revenue under the first method, but may relate to those employed on a slightly different date and may in some cases include those not in PAYE schemes. In general, therefore the sample covers all the employees who are members of PAYE schemes.

The full-time adult employees covered are representative of virtually all full-time adults. On the other hand, the part-time employees covered are not representative of all part-time workers.

Many of those with earnings below the income tax threshold are not covered. This limit would exclude mainly women with part-time jobs and a small proportion of young people. Otherwise, an individual who is a member of more than one PAYE scheme may appear more than once in a sample (for example, as both a full-time and part-time worker, or twice as a part-time worker).

The achieved sampling fraction is less than 1 per cent: the response rate, calculated relative to the total number of employees in Great Britain (estimated from other sources), has in recent years been a little over 80 per cent for full-time employees, and less than 70 per cent for part-time employees. The main reasons for this are that the sampling frame, from the tax records, has incomplete coverage of people with very low weekly earnings (mostly part-time employees), and is to some extent out of date (for example because of labour turnover). The final sample size in the 1990 NES was 177 000 employees.

Calculation method

All the data on remuneration and hours worked are expressed as weekly figures. The average weekly remuneration for a group of workers is obtained by dividing the total weekly payments by the number of workers. The average of hours worked is obtained by dividing the number of hours per week by the number of workers. The average hourly pay is the quotient of the sum of these workers' weekly wages and the total number of hours per week. The results of the survey are not normally grossed up.

Series published by Eurostat represent full-time employees paid on adult rates and whose earnings are not affected by absence. Before 1983, series corresponded to full-time male employees over 21 and to female employees over 18 whose earnings were not affected by absence.

Treatment of non-responses

There is no explicit treatment of non-responses. Employers are required by law (under the 1947 Statistics of Trade Act) to supply the information specified by the NES, and over 95% of questionnaires issued are returned. The response rate calculated relative to the total number of employees in Great Britain is a little over 80 per cent for full-time employees, and less than 70 per cent for part-timers.

Method of interpolating the results for Eurostat

To interpolate the results for October the same method is used as indicated in 14.2.3. The source for interpolating this is also the same: Monthly sample survey of employers in industry and services, used to compile an average earnings index.

14.3.4. QUESTIONNAIRE

The NES questionnaire is generally unchanged from one year to the next. The data collected each year are of three types: earnings for the survey pay-period (normally a week or month, converted to a week for analysis); hours of work; and various classificatory information.

Total gross earnings for the pay-period are collected divided into the following components (where applicable):

- overtime earnings;
- payment by results/incentive payments (e.g. piecework, bonuses);
- premium payments for shift work;
- basic pay and all other payments.

Data on fringe benefits and payments in kind (except for workers in agriculture and catering), and employers' contributions to pension schemes etc., are not collected in the NES.

Hours of work are split between:

- basic (or if precise hours not known, whether full-time (>30 hours per week or part-time);
- overtime.

Variables collected for use in the classification of individuals are:

- sex;
- age;
- occupation (including manual/non-manual split);
- industry (Standard Industrial Classification (SIC) 1980);
- area of place of work;
- whether has worked in same job for one year or more;
- whether affected by specified collective agreements;
- whether covered by a statutory Wages Board/Council;
- whether on adult rates of pay;
- whether earnings for the pay-period were affected by absence.

As regards occupations, the job title and description of the main duties of each employee is recorded by the employer. Up to 1990 each employee was classified (using this information) according to the List of Key Occupations for Statistical Purposes (KOS), under which about 400 occupations were arranged within 18 main groups. From 1990 the Standard Occupational Classification (SOC) has been used - 374 Occupational Unit Groups are contained within 77 Minor, 22 Sub-major and 9 Major Groups. In both of these classifications, occupations are classed as either manual or non-manual.

14.3.5. AVAILABLE SERIES

The first results are published within six months of the April survey period, and the full set of six volumes of detailed analyses follows by the end of the calendar year.

To ease comparisons, the results are normally presented separately for males and females, and for manual and non-manual employees. Most published results represent full-time employees paid at the adult rate. For published results for a particular category to be released they must meet certain criteria in terms of maximum standard error and minimum sample size.

NES results are presented in three main forms:

- Average weekly and hourly earnings;
- Weekly hours of work;
- Distributions of weekly and hourly earnings, in terms of both ranges and quantiles;
- Annual increases in average earnings, either by direct comparison of the results of two years' surveys, or by limiting the comparison to the matched sample' of employees who appear in both years (the sample design ensures a high level of matching).

In addition, the Department has produced a longitudinal Panel Dataset linking NES for individuals over all the years for which they appear in the sample, using their National Insurance numbers. This dataset now contains information on around 400 000 individuals over the years 1975 to 1989. Many individuals appear on the panel for only one or two years, but over half are present for at least five years, and some for the full fifteen year period.

Chapter 15 - CONCLUSIONS

The series of harmonized statistics on earnings are compiled from national data obtained on the basis of definitions and methods which are not fully harmonized. These disparities reflect not only separate socio-economic realities but also specific national requirements. Consequently both these factors mean that the surveys conducted display certain specific characteristics which vary from country to country.

The most significant methodological differences giving rise to difficulties when comparing the survey data are their coverage (as regards the sectors and the size of the establishments covered) and their definitions (these do not always correspond in the various Member States). However, it must be emphasized that these differences arise not only from historical factors in the conduct of these surveys, but also from the difficulty of applying harmonized definitions and classifications, in particular the classification of occupational categories, and of subsequently ensuring that the operational concepts - which must be adapted to the realities of each Member State - faithfully reflect the classifications and definitions adopted.

Another methodological difference is that certain categories of wage-earner are taken into account in the surveys but are not considered in the calculation of earnings. In most cases the Member State opts for this solution in order to ensure the continuity of series. This is the case in Portugal, for example, which includes part-time workers in the new survey on earnings but excludes them from the averages in order to ensure homogeneity with the old survey series.

The purpose of this chapter is to outline the main differences in the definitions and methods used in the national surveys. It aims to enable users of these statistics to better assess the comparability of the published data.

However, it is impossible for Eurostat to undertake a systematic analysis of the disparities between surveys with a view to determining corrective factors which could be applied to the data to make them perfectly comparable. Consequently the data supplied by the harmonized statistics on earnings are more reliable in depicting trends than in making very detailed comparative analyses, which must be undertaken with a great deal of caution.

15.1. DEFINITIONS

Manual / non-manual worker distinction

The realities covered by the concept of manual worker and non-manual worker, and the criteria used to make this distinction, are not uniform throughout the Community.

The criterion manual work/intellectual work is used to make a distinction between manual and non-manual workers. Indeed this is the concept widely applied in all the criteria used to make this distinction. In practice, however, this distinction is made either on the basis of the definitions contained in the instructions issued with the survey questionnaires, or on the basis of definitions used by the social security systems (e.g. in Germany, Luxembourg or Spain). In contrast, in the Netherlands and the United Kingdom the distinction is based on a more detailed classification of occupational categories.

The greatest differences arise at the level of status: to be a manual worker in one country does not necessarily have the same significance as in another. Wage/salary disparities between Member States for the same occupational category can therefore reflect either a real difference or result from classifying under a single term occupational categories which are not totally identical in the various countries.

Furthermore, owing to changes in the organization of production processes and in the content of the classification of occupations, as well as the gradual changeover to the payment of manual workers on a monthly basis, the traditional dichotomy between manual and non-manual workers should be reconsidered. This problem also arises when defining the boundaries between certain categories within each of these two large groups. It should be noted, for example, that agreement on the classification of foremen and overseers in one or other group is not unanimous.

Despite its limitations, the distinction between manual and non-manual workers still provides an acceptable basis for comparison. In the short term it is not feasible to try to produce data on earnings on a more detailed basis using the existing national surveys. The data available to Eurostat are therefore restricted to these two categories.

In the presentation of results, the harmonized statistics on earnings used average hourly earnings for manual workers and average monthly earnings for non-manual workers. This hampers comparisons between manual workers and non-manual workers. To alleviate this problem, Eurostat has for some years encouraged, wherever possible, the compiling of monthly earnings for manual workers and for manual and non-manual workers combined. Since the classification of branches of activity is harmonized at Community level, series containing both these categories could provide a more accurate view of wage/salary differences between Member States.

Categories of worker covered in the surveys

The inclusion or exclusion of certain categories of worker demonstrates the disparities in criteria between Member States.

Summary tables of comparison between surveys are the best source for this analysis. Nonetheless, we will try to outline some points which display disparities between countries.

Manual workers

- there is no uniform method of treating manual workers who have worked for only part of the period because of illness, accident, strike action, etc; likewise, workers in receipt of reduced wages because of partial incapacity are included in some surveys but excluded in others;
- apprentices bound to an enterprise by a deed of apprenticeship are included in the surveys of five countries, although they are only considered in the calculations of earnings by Eurostat in the case of Denmark and the United Kingdom;
- there is no uniform treatment of part-time workers in the various countries: in most cases they are included in the surveys, where either no distinction is made or they are treated separately from full-time workers.

Non-manual workers

- the occupational groups corresponding to top management are not clearly defined and the criteria for inclusion are not always the same;
- top management above a certain salary level is excluded in some surveys;
- part time non-manual workers, while included in most surveys, are only taken into account in average earnings by Eurostat in Greece, France, Ireland and the Netherlands;
- staff working partially or solely on a commission basis are not dealt with uniformly in the various countries.

Furthermore, countries have different definitions of a part-time employee.

Components of gross earnings

The definition of gross earnings adopted by Eurostat covers remuneration in cash paid directly and regularly by the employer at the time of each wage payment, before tax deductions and social security contributions payable by wage-earners and retained by the employer. In general this definition is adopted. Nonetheless, some differences can appear with regard to remuneration in kind and bonuses and gratuities not paid regularly at the time of each wage payment.

Payment in kind is included in the definition of earnings adopted by several Member States (Germany, Spain, Italy and Luxembourg). However, the weight of benefits in kind is not very significant and the impact of their inclusion can be negligible.

In contrast, the criterion adopted for bonuses and gratuities not paid regularly at the time of each wage payment is more important. The general principle is to include bonuses and gratuities paid monthly as earnings and to exclude those not paid on a monthly basis. The problem with this component of remuneration is twofold. Firstly, it is difficult to assess the extent of the practice of paying non-regular bonuses and gratuities on a monthly basis in Member States and even in the different industrial sectors. Secondly, the practice of paying non-regular bonuses and gratuities is not equally widespread. However, if this is never taken into account in the figures published by Eurostat (with the exception of the United Kingdom and Ireland, where such bonuses play a lesser role than in the other Member States), it remains difficult to make estimates of the annual earnings of manual and/or non-manual workers.

Hours of work

In principle, hours of work - which are a necessary component in calculating manual workers' hourly earnings - can present a problem as regards the comparability of data. The major difference involves the inclusion of hours actually worked or hours paid. However, the problem disappears to a large extent if there is agreement between the numerator (the amounts paid) and the denominator (hours), thereby ensuring comparability of trends.

Since the monthly remuneration of non manual workers is not based on the hours actually worked, the concept of earnings is not affected by consideration of hours of work.

Since the monthly payment of manual workers is becoming more and more widespread (some national surveys already treat manual workers' earnings in the same way of those of non manual workers) the problem outlined above is likely to diminish, resulting in a better comparison of wages/salaries between manual and non manual workers.

15.2. METHODS

Statistical unit

With some exceptions, the statistical unit of the survey is the establishment in industry and in services.

In Belgium (manual workers), Luxembourg (via the utilization of social security files), the Netherlands, and the United Kingdom, although the reporting unit is the establishment or the enterprise, the collection of data is based on the individual, who consequently constitutes the statistical unit.

The utilization of one or other statistical unit scarcely influences the results, but has a significant impact on the possibilities of obtaining more structural data from the harmonized statistics on earnings. By obtaining data at the level of the individual, a whole series of structural elements concerning employees can be taken into account.

Sampling method

The harmonized statistics on earnings relate to units with ten or more employees. However, at present this is no longer the general rule and in a large number of Member States the survey threshold has decreased, while in three of the Member States (the Netherlands⁽¹⁾, Portugal and the United Kingdom), all units are considered, irrespective of size. It is very probable that in the sectors where small enterprises dominate (and when these are not considered in the survey), earnings-levels will to some extent be overestimated. Generally speaking, it is true to say that there is a positive correlation between the size of the enterprise and the level of the wages/salaries. However, it is doubtful if long-term wage/salary increases in small enterprises differ from those in other enterprises. Nevertheless, given the dynamism of this enterprise sector in terms of employment growth, greater coverage would be desirable in the future.

In the majority of cases the statistical unit is also the reporting unit. Where this is the case, the establishment/enterprise sample is obtained by stratifying the units by sector of economic activity and unit size (measured by staff numbers). This method only enables the collection of relatively aggregated data on total wages/salaries, employee numbers and hours of work.

In some cases (Belgium, the Netherlands, the United Kingdom), the statistical unit differs from the reporting unit. In such cases, two-tier sampling is used. At the first level are the reporting units (establishment/enterprise). The statistical units (wage/salary earners) are then drawn at random within each reporting unit selected. This method permits the collection of detailed data on wage/salary earners. An exception is the method used by the New Earnings Survey (United Kingdom), where wage-earners are selected on the basis of inland revenue files.

As a general rule all large establishments are included in the surveys, but the threshold above which all establishments are included varies according to the country (more than 100 or more than 200 employees).

Luxembourg is the only country in which a total survey is conducted.

Method of calculation

The method of calculation of average earnings differs according to whether the returns cover individuals or global aggregates by establishment.

(1) Although, for the Netherlands, the data sent to Eurostat relate to the establishments with 10 or more employees.

In the former case, two extrapolation coefficients are applied: one is used to extrapolate from the sample of employees to all the employees in the establishment, and the other from the sample of establishments covered in the survey to all establishments. These two coefficients are then applied to the individual values observed. This method is applied in Belgium (manual workers) and in the Netherlands. In the United Kingdom, extrapolation coefficients are not used and the averages are obtained on the basis of the data on employees contained in the sample.

When the returns relate to the establishment or the enterprise, the average earnings are based on the total wages/salaries, hours of work or number of employees. These averages are extrapolated by multiplying all the characteristics studied in the statistical unit by the ratio of the number of establishments in the field to the number in the sample. France and Ireland are the only countries which use fixed weighting coefficients to determine the averages. All the other countries draw up self-weighted average earnings. In relation to indices, only Belgium and Ireland transmit Laspeyres type indices. In the case of the other countries, Eurostat draws up indices based on a simple ratio between averages.

15.3. REFERENCE PERIOD

Of the 12 Member States, only four (Belgium, France, Portugal and Luxembourg) conduct half-yearly surveys, which take place in April and October. The Netherlands and the United Kingdom conduct annual surveys, the first in October and the second in April, with estimates for the intervening months. In Denmark data on earnings come from a monthly survey. In the other countries the survey on earnings is quarterly.

The collection of information can be spread over several pay periods (week, fortnight or month) during the reference month or quarter or, as in the case of some quarterly surveys, take place on a specific month in the quarter.

Ireland conducts the quarterly survey in March, June, September and December. The data published here relate to March and September.

ANNEXES

COMPARATIVE TABLES

COVERING THE DIFFERENT SURVEYS

Comparative tables covering the different surveys

General information

	B	DK	D	GR	E	F	IRL	I(1)	L	NL	P	UK
PERIODICITY OF THE SURVEY												
Monthly		X										
Quarterly			X	X(2)	X		X					
Bi-annual	X					X		X	X		X	
Annual										X		X
COVERAGE												
All economic sectors						X(3)				X	X(3)	X(4)
Industry												
All industries (NACE 1-5)	X		X		X	X	X	X	X	X	X	X
All industries, except construction (NACE 1-4)		X		X								
Services												
Wholesale distribution (NACE 61)	X		X	X	X	X			X	X	X	X(4)
Retail distribution (NACE 64/653-656)	X		X	X	X	X			X	X	X	X(4)
Credit Institutions (NACE 81 exc. 811)	X		X	X	X	X			X	X	X	X(4)
Insurance (NACE 82)	X		X	X	X	X			X	X	X	X(4)
Transport and Communications (NACE 7)					X	X(5)				X	X	X
Hotel and catering (NACE 66)					X	X				X	X	X(4)
Other Services					X	X				X	X	X(4)
AVAILABLE DATA												
National data	X	X	X	X	X	X	X	X	X	X	X	X
Regional data (NUTS 1)	X		X	X(6)				X		X		X

(1) The information contained in these tables refers to the half yearly survey on employment, earnings and working hours "Rilevazione della occupazione, degli orari de lavoro e delle retribuzioni di fatto". Data from these surveys were transmitted to Eurostat until 1985.

(2) Except for Credit Institutions and Insurances which have bi-annual surveys

(3) Except for agriculture, the public sector and house employees

(4) For New Earnings Survey, not for October Manuals Survey

(5) Except for SNCF

(6) Regional data available only for NUTS 2

X : Included

Comparative tables covering the different surveys

General information

	B	DK	D	GR	E	F	IRL	I	L	NL	P	UK
SIZE OF ESTABLISHMENT												
Industry	≥ 10	> 5	≥ 10	≥ 10(1)	≥ 5	> 10	≥ 10	≥ 50	≥ 10(2)	≥ 1(3)	≥ 1	≥ 1(4)
Services	≥ 10		≥ 5(5)	≥ 3(6)	≥ 5	> 10			≥ 10(2)	≥ 1(3)	≥ 1	≥ 1(4)
SOCIO-ECONOMIC CATEGORIES AS INDICATED IN NATIONAL QUESTIONNAIRE												
1. Classification by major category												
Manual workers	X	X		X	X	X	X	X	X		X	X(7)
Non-manual workers	X	X		X	X	X	X	X	X		X	
Executives											X	
Managers						X	X					
Foremen, Technicians						X		X				
Apprentices								X			X	
2. Detailed national classification with further manual / non-manual workers grouping												
a) According to skills			X									
b) According to socio-economic activity										X		
DATA COLLECTED												
At individual level	X(8)									X		X(9)
At group level	X(10)	X	X	X	X	X	X	X	X		X	X(11)

(1) Mining and quarrying > 5

(2) Use of the new source "Administrative data from Social Security" means that coverage is extended to all establishments (since 1988)

(3) Earnings data supplied to Eurostat concerns establishments with 10 or more employees.

(4) For New Earnings Survey; > 10 for October Manuals Survey

(5) Including building

(6) For Credit Institutions > 10 workers

(7) For October Manuals Survey; not for New Earnings Survey

(8) For manual workers

(9) For New Earnings Survey

(10) For non-manual workers

(11) For October Manuals Survey

Comparative tables for the different surveys

Information on manual-workers

	B	DK	D	GR	E	F	IRL	I	L	NL	P	UK
TYPE OF WORKERS TAKEN INTO ACCOUNT IN THE SURVEY												
- Workers on production lines (in production, maintenance, warehousing, packaging and shipping; plus unskilled workers, etc.)	X	X	X	X	X	X	X	X	X	X	X	X
- Foremen and overseers who generally do manual work	X	X	X ⁽¹⁾	X	X	X	X		X	X		X
- Workers who do not work on production lines	X	X	X	X	X	X	X	X	X	X	X	X
- Seasonal, casual and temporary workers	X	X	X	X	X	X	X	X	X	X	X	X
- Part-time workers	X	X ⁽²⁾		X	X ⁽³⁾	X	X	X	X	X	X ⁽⁴⁾	X ⁽⁴⁾
- Minors ⁽⁵⁾		X	X	X	X	X	X ⁽⁴⁾	X	X ⁽⁶⁾	X	X	X ⁽⁷⁾
- Home-workers												
- Apprentices working for the enterprise under an apprenticeship contract		X		X			X ⁽⁴⁾	X ⁽⁴⁾		X	X ⁽⁴⁾	X
- Workers who, for personal reasons, have worked only part-time	X	X	X ⁽⁸⁾	X	X	X	X	X	X	X	X	X
- Workers who, for lack of work or because of stoppages, have worked only part-time	X	X	X	X	X	X	X	X	X	X	X	X ⁽⁹⁾
- Workers who have been engaged or dismissed or who have resigned during the reference period	X	X	X ⁽¹⁰⁾	X		X	X	X	X		X	X ⁽⁹⁾
- Workers who owing to sickness or accident, have worked only part-time	X	X	X ⁽¹⁰⁾	X	X	X	X	X	X	X	X	X ⁽⁹⁾
- Workers who have worked only part-time because they were involved in a labour dispute	X	X	X	X	X	X	X	X	X	X	X	X ⁽⁹⁾
- Workers receiving reduced wages owing to partial incapacity for work		X		X			X	X	X ⁽⁶⁾			X ⁽⁹⁾

(1) If they are paid by the hour

(2) Unless they work for less than 15 hours per week

(3) Unless the working week is less than one-third of the normal working week

(4) Excluded from earnings calculated for Eurostat

(5) In certain countries, minors can work part-time as well as follow their compulsory education (professional or other). The following ages indicate the average legal working age: B(18 years), DK(15-16 years), D(15 years), GR(15 years), SP(16 years), IRL(15-16 years), I(15 years), L(16 years), NL(15 years), P(14 years), UK(16 years). Although minors are in theory included in almost all surveys, when they are considered to be apprentices, they are not included in the surveys of five countries.

(6) These workers are included in the Social Security administrative files

(7) For New Earnings Survey; included in calculations for Eurostat if they are paid at the adult rate

(8) Unless there are more than three days' unpaid leave

(9) For New Earnings Survey; if their pay was affected by absence, they are not included in the series published by Eurostat

(10) Unless pay is not at the full rate

Comparative tables between surveys Manual worker information

	B	DK	D	GR	E	F	IRL	I	L	NL	P	UK
COMPONENTS OF GROSS EARNINGS												
- Pay for normal working hours	X	X	X	X	X	X	X	X	X	X	X	X
- Additional pay for overtime	X	X	X	X	X	X	X	X	X	X	X	X
- Additional pay for shift work, night or Sunday working	X	X	X	X	X	X	X	X	X	X	X	X
- Bonuses for performance, regular attendance or seniority, etc.	X	X	X	X	X	X	X	X	X	X	X	X
- Bonuses, end-of-year bonuses, 13th month payments, profit sharing etc. paid in monthly instalments with each pay packet	X	X	X		X	X	X	X	X	X	X	X
- Idem, but not paid with each pay packet					X ⁽¹⁾	X ⁽¹⁾				X ⁽¹⁾		X
- Family allowances												
- Travelling costs and subsistence allowances			X ⁽²⁾									
- Payments in kind (food, fuel, accommodation)			X ⁽³⁾		X			X	X ⁽⁴⁾			
- Pay for annual leave and public holidays			X	X	X	X	(5)	(5)	X	X ⁽⁶⁾	X	(5)
- Pay for personal leave (births, marriage)			X	X	X	X	(5)	(5)	X	X ⁽⁶⁾	X	(5)
- Pay during absences for sickness or accident		X	X	X	X	X	(5)	(5)	X ⁽⁷⁾	X ⁽⁸⁾	X ⁽⁷⁾	(5)
HOURS OF WORK TAKEN INTO ACCOUNT												
Normal hours actually worked	X	X	X	X	X	X	X	X	X	X ⁽⁹⁾	X	X
Overtime actually worked for pay	X	X	X	X	X	X	X	X	X	X	X	X
Hours paid but not actually worked												
- Annual leave, public holidays			X	X		X	(5)	(5)	X		X	(5)
- Personal leave (births, marriage, etc.)			X	X		X	(5)	(5)	X		X	(5)
- Absences for sickness or accident			X	X		X	(5)	(5)	X ⁽⁷⁾		X	(5)

(1) Excluded from average earnings calculated for Eurostat

(2) If non-taxable

(3) Value for taxation purposes of food and/or accommodation provided free of charge

(4) Included in the Social Security files

(5) Whether this pay is taken into account or not depends on the respondent. In principle, if he takes it into account, he also takes account of the corresponding number of paid hours.

(6) In principle, such leave is paid in full

(7) Taken into account if paid for by the employer

(8) Taken into account if paid for by the employer and if the employee continues to receive his full gross salary.

(9) Normal working hours per week.

**Comparative tables covering the different surveys
Information on manual-workers**

	B	DK	D	GR	E	F	IRL	I	L	NL	P	UK
METHODOLOGY												
Statistical Unit												
- Establishment		X ⁽¹⁾	X	X	X	X	X	X			X	X ⁽³⁾
- Entreprise									X			
- Employee	X									X		
Type of survey												
- Complete								X	X			
- Sample	X	X	X	X	X	X	X			X	X	X
Sampling method												
By sample based on a univers												
- Stratified by economic activity	X ⁽²⁾	X	X	X	X	X	X			X ⁽²⁾	X	X ⁽³⁾
- Stratified by size class unit	X ⁽²⁾	X	X	X	X	X	X			X ⁽²⁾	X	X ⁽³⁾
Calculation method												
a) Averages calculated												
- Without extrapolation								X	X			X
- After extrapolation	X	X	X	X	X	X	X			X	X	
- Without fixed weighting coefficient	X	X	X	X	X			X	X	X	X	
- With fixed weighting coefficient						X	X					X ⁽³⁾⁽⁴⁾
- Adjustment factor for non-responses			X									
b) Indices calculated by countries with fixed weighting coefficients	X ⁽⁵⁾		X ⁽⁶⁾	X			X ⁽⁵⁾			X ⁽⁶⁾		

(1) "Faglig enhed" (Kind-of-activity unit).

(2) For the first stage of the sampling method. The second is to choose an employee sample in each establishment.

(3) For October Manuals Survey; not for New Earnings Survey

(4) Only to move to 1- or 2- digit levels of the nomenclature. For October Manuals survey.

(5) Laspeyres chain index.

(6) Indices not available in Eurostat.

Comparative tables for the different surveys

Information on non-manual workers

	B	DK	D	GR	E	F	IRL	I	L	NL	P	UK ⁽¹⁾
TYPE OF WORKERS TAKEN INTO ACCOUNT IN THE SURVEY												
- Members of the enterprise's board of directors		X						X ⁽²⁾			X ⁽³⁾	
- Chairman, managing director of the enterprise		X					X	X ⁽²⁾			X ⁽³⁾	X ⁽⁴⁾
- Senior executives above a certain level	X	X		X	X	X ⁽⁵⁾	X	X ⁽²⁾	X		X	X
- Other senior executives	X	X	X	X	X	X	X	X	X	X	X	X
- Middle management	X	X	X	X	X	X	X	X	X	X	X	X
- Office workers, technicians	X	X	X	X	X	X	X	X	X	X	X	X
- Foremen and overseers doing supervisory work	X		X		X	X	X	X	X		X	
- Part-time workers	X ⁽⁶⁾	X ⁽⁷⁾		X	X ⁽⁸⁾	X	X	X	X ⁽⁹⁾	X	X ⁽⁹⁾	X ⁽⁹⁾
- Minors ⁽¹⁰⁾		X	X	X	X	X	X	X	X	X	X	X ⁽⁸⁾
- Persons working partly on commission			X	X	X	X	X		X ⁽¹¹⁾	X	X	X
- Persons working solely on commission			X						X ⁽¹¹⁾	X		
- Workers who have not been paid in full during the reference period		X		X	X	X	X	X	X	X ⁽¹²⁾	X ⁽¹³⁾	X ⁽⁹⁾

(1) For New Earnings Survey

(2) Provided that they come under a social security scheme and take part in the production process

(3) If they have a fixed basic salary. Not included in the calculations for Eurostat

(4) If they receive a salary

(5) Only those executives not covered by a collective agreement are excluded

(6) Not included in the calculations of the monthly earnings of non-manual workers in industry

(7) Unless the working week is less than 15 hours

(8) Unless the working week is less than one-third of the normal working week

(9) Not taken into account in the calculations for Eurostat

(10) See note (5) page 121

(11) Included in the Social Security administrative files

(12) Excluding those who have been engaged or dismissed or who have resigned during the reference period

(13) Excluding workers absent owing to sickness or an accident at work for a period exceeding one month

**Comparative tables for the different surveys
Information on non-manual workers**

	B	DK	D	GR	E	F	IRL	I	L	NL	P	UK ⁽¹⁾
COMPONENTS OF GROSS EARNINGS												
- Pay for normal working hours	X	X	X	X	X	X	X	X	X	X	X	X
- Additional pay for overtime	X	X	X	X	X	X	X	X	X	X	X	X
- Bonuses for performance, regular attendance or seniority	X	X	X	X	X	X	X	X	X	X	X	X
- Bonuses, end-of-year bonuses, 13th month payments, profit-sharing, etc. paid with each pay packet	X	X	X		X	X	X	X	X	X	X	X
- Idem, but not paid with each pay packet					X ⁽²⁾	X ⁽²⁾				X ⁽²⁾		X
- Family allowances												
- Payments in kind (food, fuel, accomodation)			X ⁽³⁾		X			X	X			
- Pay for annual leave and public holidays	X	X	X	X	X	X	X	X	X	X	X	X
- Pay for personal leave (births, marriage)	X	X	X	X	X	X	X	X	X	X	X	X
- Pay during absences for illness or accident		X		X	X	X	X	X	X	X	X	X

(1) For New Earnings Survey; not for October Manuals Survey

(2) Not included in the average earnings calculated for Eurostat

(3) The value for taxation purposes of food and/or accommodation provided free of charge

**Comparative tables for the different surveys
Information on non-manual workers**

	B	DK	D	GR	E	F	IRL	I	L	NL	P	UK ⁽¹⁾
METHODOLOGY												
Statistical Unit												
INDUSTRY												
- Establishment	X	X ⁽²⁾	X	X	X	X	X	X			X	
- Enterprise									X			
- Employee										X		X
SERVICES												
- Establishment			X	X	X	X						
- Enterprise	X								X		X	
- Employee										X		X
Type of survey												
- Complete								X	X			
- Sample	X	X	X	X	X	X	X			X	X	X
Sampling method												
By sample, based on a universe												
- Stratified by economic activity	X	X	X	X	X	X	X			X ⁽³⁾	X	
- Stratified by size class	X	X	X	X	X	X	X			X ⁽³⁾	X	
Calculation method												
a) Averages calculated												
- Without extrapolation								X	X			X
- After extrapolation	X	X	X	X	X	X	X			X	X	
- Without fixed weighting coefficient	X	X	X	X	X			X	X	X	X	X
- With fixed weighting coefficient						X	X					
- Adjustment factor for non-responses			X									
b) Indices calculated by the countries with fixed weighting coefficients	X ⁽⁴⁾		X ⁽⁵⁾				X ⁽⁴⁾			X ⁽⁵⁾		

(1) For New Earnings Survey; not for October Manuals Survey

(2) "Faglig enhed" (Kind-of-activity unit)

(3) For the first stage of the sampling method. The second is to choose an employee sample in each establishment.

(4) Laspeyres chain index.

(5) Indices not available in Eurostat.

Summary table
Data calculated for Eurostat

	B	DK	D	GR	E	F	I	IRL	L	NL	P	UK
Average hourly earnings of manual workers												
Overtime hours included	X	X	X	X	X	X	X	X	X	X	X	X
Apprentices included		X		X			X					
Part-time workers included	X	X		X	X	X	X	X	X	X		
Earnings calculation												
Total pay ⁽¹⁾ /												
Total hours paid			X	X		X			X	X	X	X
Pay for hours actually worked / Hours actually worked	X	X			X		X	X				
Average monthly earnings of non-manual workers												
Overtime hours included	X	X	X	X	X	X	X	X	X	X	X	X
Part time workers included	X ⁽²⁾	X		X	X	X	X	X				
Earnings calculation												
Total monthly pay /												
Average number of non-manual workers at the end of the month	X	X	X	X	X	X ⁽³⁾	X	X	X	X	X	X

(1) Pay for hours actually worked and not worked

(2) For services

(3) Total monthly pay / number of employees working (the equivalent of full-time) during a month.

SERIES AVAILABLE IN EUROSTAT
(Starting data of series)

	B	DK ⁽¹⁾	D	GR ⁽²⁾	E	F	IRL ⁽¹⁾	I	L	NL	P	UK
AVERAGE GROSS HOURLY EARNINGS OF MANUAL WORKERS IN INDUSTRY	10/72	10/72	10/72	4/89	4/81	10/72	10/76	10/72	10/72	10/72	10/80	10/72
AVERAGE GROSS HOURLY EARNINGS OF MANUAL WORKERS IN INDUSTRY BY REGION	10/82	-	4/78	10/88	-	-	-	10/76	-	10/72	-	10/78
AVERAGE GROSS MONTHLY EARNINGS OF MANUAL WORKERS IN INDUSTRY	4/90	-	-	-	4/89	10/88	10/90	-	-	4/82	4/89	4/85
AVERAGE GROSS MONTHLY EARNINGS OF NON-MANUAL WORKERS												
- Industry ⁽³⁾	10/80	4/78	10/80	4/89	4/81	10/72	4/85	10/80	10/80	10/80	10/80	4/80
- Wholesale distribution	4/83	-	10/80	4/89	4/89	10/72	-	-	10/80	4/80	4/89	4/82
- Detail distribution	4/83	-	10/80	4/80	4/89	10/72	-	-	10/80	4/80	4/89	4/82
- Credit institutions	4/83	-	10/80	4/85	4/89	10/72	-	-	10/80	4/80	10/80	4/82
- Insurance	4/83	-	10/80	4/85	4/89	10/72	-	-	10/80	4/80	10/80	4/82
- Transports and communications	-	-	-	-	-	10/88	-	-	-	10/89	10/90	4/90
- Hotels and catering	-	-	-	-	-	10/88	-	-	-	10/89	4/90	4/90
AVERAGE GROSS MONTHLY EARNINGS OF MANUAL PLUS NON-MANUAL WORKERS IN INDUSTRY	-	-	-	-	4/89	-	10/90	-	-	10/82	10/80	-

(1) Data on earnings are not available by sex for industrial non-manual workers

(2) For Manufacturing industries : 10/72 (manual workers) and 4/83 (non-manual workers)

(3) Data available only for NACE two digits.

European Communities – Commission

Harmonized statistics of earnings – Methodology of national surveys

Luxembourg: Office for Official Publications of the European Communities

1992 — 128 pp. — 21 x 29.7 cm

Theme 3: Population and social conditions (yellow covers)

Series E: Methods

ISBN 92-826-4110-4

Price (excluding VAT) in Luxembourg: ECU 9

Eurostat presents in this document the methodology of national surveys on which the data for the harmonized statistics on earnings are based. The data from these statistics are published in Eurostat's annual statistical document *Earnings, industry and services*.

Venta y suscripciones • Salg og abonnement • Verkauf und Abonnement • Πωλήσεις και συνδρομές
Sales and subscriptions • Vente et abonnements • Vendita e abbonamenti
Verkoop en abonnementen • Venda e assinaturas

BELGIQUE / BELGIË

Moniteur belge / Belgisch Staatsblad
Rue de Louvain 42 / Leuvenseweg 42
1000 Bruxelles / 1000 Brussel
Tél. (02) 512 00 26
Fax 511 01 84
CCP / Postrekening 000-2005502-27

Autres distributeurs /
Overige verkooppunten

**Librairie européenne/
Europese Boekhandel**

Avenue Albert Jonnart 50 /
Albert Jonnartlaan 50
1200 Bruxelles / 1000 Brussel
Tél. (02) 734 02 81
Fax 735 08 60

Jean De Lannoy

Avenue du Roi 202 /Koningslaan 202
1060 Bruxelles / 1060 Brussel
Tél. (02) 538 51 69
Télex 63220 UNBOOK B
Fax (02) 538 08 41

CREDOC

Rue de la Montagne 34 / Bergstraat 34
Bte 11 / Bus 11
1000 Bruxelles / 1000 Brussel

DANMARK

J. H. Schultz Information A/S

EF-Publikationer

Ottiliavej 18
2500 Valby
Tlf. 36 44 22 66
Fax 36 44 01 41
Girokonto 6 00 08 86

BR DEUTSCHLAND

Bundesanzeiger Verlag

Breite Straße
Postfach 10 80 06
5000 Köln 1
Tel. (02 21) 20 29-0
Telex ANZEIGER BONN 8 882 595
Fax 20 29 278

GREECE/ΕΛΛΑΔΑ

G.C. Eleftheroudakis SA

International Bookstore
Nikis Street 4
10563 Athens
Tel. (01) 322 63 23
Telex 219410 ELEF
Fax 323 98 21

ESPAÑA

Boletín Oficial del Estado

Trafalgar, 27
28010 Madrid
Tel. (91) 44 82 135

Mundi-Prensa Libros, S.A.

Castelló, 37
28001 Madrid
Tel. (91) 431 33 99 (Libros)
431 32 22 (Suscripciones)
435 36 37 (Dirección)
Télex 49370-MPLI-E
Fax (91) 575 39 98

Sucursal:

Librería Internacional AEDOS

Consejo de Ciento, 391
08009 Barcelona
Tel. (93) 301 86 15
Fax (93) 317 01 41

**Librería de la Generalitat
de Catalunya**

Rambla dels Estudis, 118 (Palau Moja)
08002 Barcelona
Tel. (93) 302 68 35
302 64 62
Fax (93) 302 12 99

FRANCE

**Journal officiel
Service des publications
des Communautés européennes**

26, rue Desaix
75727 Paris Cedex 15
Tél. (1) 40 58 75 00
Fax (1) 40 58 75 74

IRELAND

Government Supplies Agency

4-5 Harcourt Road
Dublin 2
Tél. (1) 61 31 11
Fax (1) 78 06 45

ITALIA

Licosa Spa

Via Duca di Calabria, 1/1
Casella postale 552
50125 Firenze
Tel. (055) 64 54 15
Fax 64 12 57
Telex 570466 LICOSA I
CCP 343 509

GRAND-DUCHÉ DE LUXEMBOURG

Messageries Paul Kraus

11, rue Christophe Plantin
2339 Luxembourg
Tél. 499 88 88
Télex 2515
Fax 499 88 84 44
CCP 49242-63

NEDERLAND

SDU Overheidsinformatie

Externe Fondsen
Postbus 20014
2500 EA 's-Gravenhage
Tel. (070) 37 89 911
Fax (070) 34 75 778

PORTUGAL

Imprensa Nacional

Casa da Moeda, EP
Rua D. Francisco Manuel de Melo, 5
1092 Lisboa Codex
Tel. (01) 69 34 14

**Distribuidora de Livros
Bertrand, Ld.ª**

Grupo Bertrand, SA

Rua das Terras dos Vales, 4-A
Apartado 37
2700 Amadora Codex
Tel. (01) 49 59 050
Telex 15798 BERDIS
Fax 49 60 255

UNITED KINGDOM

HMSO Books (PC 16)

HMSO Publications Centre
51 Nine Elms Lane
London SW8 5DR
Tel. (071) 873 2000
Fax GP3 873 8463
Telex 29 71 138

ÖSTERREICH

**Manz'sche Verlags-
und Universitätsbuchhandlung**

Kohlmarkt 16
1014 Wien
Tel. (0222) 531 61-0
Telex 11 25 00 BOX A
Fax (0222) 531 61-39

SUOMI

Akateeminen Kirjakauppa

Keskuskatu 1
PO Box 128
00101 Helsinki
Tel. (0) 121 41
Fax (0) 121 44 41

NORGE

Narvesen information center

Bertrand Narvesens vei 2
PO Box 6125 Etterstad
0602 Oslo 6
Tel. (2) 57 33 00
Telex 79668 NIC N
Fax (2) 68 19 01

SVERIGE

BTJ

Box 200
22100 Lund
Tel. (046) 18 00 00
Fax (046) 18 01 25

SCHWEIZ / SUISSE / SVIZZERA

OSEC

Stampfenbachstraße 85
8035 Zürich
Tel. (01) 365 54 49
Fax (01) 365 54 11

ČESKOSLOVENSKO

NIS

Havelkova 22
13000 Praha 3
Tel. (02) 235 84 46
Fax 42-2-264775

MAGYARORSZÁG

Euro-Info-Service

Budapest I. Kir.
Attila út 93
1012 Budapest
Tel. (1) 56 82 11
Telex (22) 4717 AGINF H-61
Fax (1) 17 59 031

POLSKA

Business Foundation

ul. Krucza 38/42
00-512 Warszawa
Tel. (22) 21 99 93, 628-28-82
International Fax&Phone
(0-39) 12-00-77

JUGOSLAVIJA

Privredni Vjesnik

Bulevar Lenjina 171/XIV
11070 Beograd
Tel. (11) 123 23 40

CYPRUS

Cyprus Chamber of Commerce and Industry

Chamber Building
38 Grivas Dhigenis Ave
3 Deligiorgis Street
PO Box 1455
Nicosia
Tel. (2) 449500/462312
Fax (2) 458630

TÜRKIYE

**Pres Gazete Kitap Dergi
Pazarlama Dağıtım Ticaret ve sanayi
AŞ**

Narlibahçe Sokak N. 15
İstanbul-Cağaloğlu
Tel. (1) 520 92 96 - 528 55 66
Fax 520 64 57
Telex 23822 DSVO-TR

CANADA

Renouf Publishing Co. Ltd

Mail orders — Head Office:
1294 Algoma Road
Ottawa, Ontario K1B 3W8
Tel. (613) 741 43 33
Fax (613) 741 54 39
Telex 0534783

Ottawa Store:

61 Sparks Street
Tel. (613) 238 89 85

Toronto Store:

211 Yonge Street
Tel. (416) 363 31 71

UNITED STATES OF AMERICA

UNIPUB

4611-F Assembly Drive
Lanham, MD 20706-4391
Tel. Toll Free (800) 274 4888
Fax (301) 459 0056

AUSTRALIA

Hunter Publications

58A Gipps Street
Collingwood
Victoria 3066

JAPAN

Kinokuniya Company Ltd

17-7 Shinjuku 3-Chome
Shinjuku-ku
Tokyo 160-91
Tel. (03) 3439-0121

Journal Department

PO Box 55 Chitose
Tokyo 156
Tel. (03) 3439-0124

**AUTRES PAYS
OTHER COUNTRIES
ANDERE LÄNDER**

**Office des publications officielles
des Communautés européennes**

2, rue Mercier
2985 Luxembourg
Tél. 49 92 81
Télex PUBOF LU 1324 b
Fax 48 85 73/48 68 17
CC bancaire BIL 8-109/6003/700

Price (excluding VAT) in Luxembourg
ECU 9



OFICINA DE PUBLICACIONES OFICIALES DE LAS COMUNIDADES EUROPEAS
KONTOR ET FOR DE EUROPÆISKE FÆLLESSKABERS OFFICIELLE PUBLIKATIONER
AMT FÜR AMTLICHE VERÖFFENTLICHUNGEN DER EUROPÄISCHEN GEMEINSCHAFTEN
ΥΠΗΡΕΣΙΑ ΕΠΙΣΗΜΩΝ ΕΚΔΟΣΕΩΝ ΤΩΝ ΕΥΡΩΠΑΪΚΩΝ ΚΟΙΝΟΤΗΤΩΝ
OFFICE FOR OFFICIAL PUBLICATIONS OF THE EUROPEAN COMMUNITIES
OFFICE DES PUBLICATIONS OFFICIELLES DES COMMUNAUTÉS EUROPÉENNES
UFFICIO DELLE PUBBLICAZIONI UFFICIALI DELLE COMUNITÀ EUROPEE
BUREAU VOOR OFFICIËLE PUBLIKATIES DER EUROPESE GEMEENSCHAPPEN
SERVIÇO DAS PUBLICAÇÕES OFICIAIS DAS COMUNIDADES EUROPEIAS

L-2985 Luxembourg

ISBN 92-826-4110-4



9 789282 641101 >

